



Cart Attendant / Outside Services

*** This job requires flexibility to work at both Golf Course locations***

Tierra Oaks Golf Club - North Redding

Grape Ranch Golf Club - Palo Cedro

JOB DESCRIPTION:

The Cart Attendant is responsible for the day-to-day operation of the golf carts and outside services. The candidate should enjoy working outdoors with a general knowledge for the game of golf and the ability to deliver exceptional customer service. This candidate needs to have a strong work ethic and must be able to work flexible hours including evenings and weekends. This candidate must be self motivated, show initiative and be able to work both independently and as a team.

DUTIES (include but are not limited to):

- Maintains professional appearance
- Prepares and stages carts throughout the day
- Cleans and inspects carts after each use
- Cleans and maintains cart barn and surrounding area
- Ensures the carts are available for player use at all times
- Receives and communicates complaints to the Golf Shop
- Works closely with Golf Shop staff to prepare and conduct golf tournaments
- Implements and supports all course policies and programs as communicated by management
- Picks and cleans golf balls from driving range
- Refills water jugs
- Performs other duties as assigned by supervisor or manager

KNOWLEDGE & SKILLS REQUIRED:

- Must have strong customer/guest orientation
- Must have strong communication and interpersonal skills
- Must be dependable
- Must have a friendly personality and enjoy working with the public
- Ability to learn and enforce course policies, rules, and regulations
- Ability to follow verbal and written instructions

- Ability to use equipment and tools properly and safely
- Ability to work outside in hot or cold weather

QUALIFICATIONS:

- Background in customer service or hospitality
- Working knowledge of the rules of golf is preferred

PRIORITIES AND SUCCESS FACTORS:

- Customer service and hospitality

BENEFITS AND PAY:

- Wage starts at \$16/hr & will be based on experience
- Free Golf
- Part-time employment 15 - 35 hrs per week
- Advancement within the organization