

Bag, Range and Cart Attendant Job Description

Summary of Position: Provide bag, cart and range services to members and guests.

Specific Responsibilities:

- Brings carts from cart shelter to cart staging area outside golf shop; checks carts for tire pressure, brake operation and other safety concerns.
- Loads bags from bag storage room onto carts.
- Transports range balls to each end of range and fills appropriate containers.
- Places baskets of balls at evenly spaced intervals on range.
- Operates tractor and ball picker on range to retrieve balls.
- Washes all range balls daily.
- Removes bags from carts and returns bags to assigned rack in back storage room.
- Returns carts to cart shelter; removes towels, pencils, score cards, tree, drink cans, etc., from carts and saves reusable items; checks carts for abuse; washes cart with pressure cleaner; parks cart in shelter and connects charger cable.
- Advises pro shop of lost and found clubs.
- Cleans all clubs for members and guests; cleans and maintains the club's rental equipment.
- Maintains cleanliness of and order in bag storage room.
- Attends staff meetings.
- Performs other appropriate tasks as assigned by assistant golf professional.
- Reports to assistant golf professional.
- No supervisory duties are included in this position.

*I acknowledge that this job description is not an employment contract, but a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities and accountabilities. The responsibilities and accountabilities might differ from those outlined in the job description and other duties, as assigned, might be part of the job. Our company reserves the right to modify job duties or job descriptions at any time. I acknowledge the above description to be a fair assessment of the job for which I am employed.

Employee Name (print)

Employee Name (signature)

Witness (signature)

Date