



# The Club at New Seabury

## Golf

### Cart Attendant

#### **Position Overview**

Provide members and guests with an exceptional customer service driven golf experience. Responsible for cleanliness of the golf cart fleet, bag storage room, cart barn and golf clubs. Maintain a friendly and positive image of the club. Ensure the highest standards of excellence.

#### **Essential Duties & Responsibilities**

- Staging of golf carts; checks golf carts for cleanliness, tire pressure, brake operation and other safety considerations.
- Welcomes members and guests upon arrival to the golf club
- Starter and ranger duties as directed
- Assists members and guests with all golfing needs
- Loads bags from bag storage room onto golf carts
- Removes bags from golf carts and returns bags to assigned rack in bag storage room
- Clean and park carts; removes towels, pencils, score cards, tees, drink cans, etc., from golf cars and saves reusable items; checks carts for damage; washes golf cart with pressure cleaner; parks cart and connects charger cable
- Advises Pro Shop of clubs found on the course and destined for the lost and found
- Cleans all clubs for members and guests; cleans and maintains the club's rental equipment
- Maintains cleanliness of and order in Bag Storage Room.
- Perform driving range duties to include; staging range for daily operation, collecting and cleaning golf balls, cleaning clubs and closing the driving range
- Attends staff meetings. Performs such other duties as may be assigned by the Company at its discretion from time to time

#### **Knowledge, Skills, & Abilities**

- Knowledgeable about the game of golf and its rules
- Knowledge of and ability to perform required role in emergency situations

#### **Credentials & Experience**

- Valid driver's license