



Golf Services Attendant Job Description

The Golf Services Attendant is responsible for professionally handling and maintaining the practice areas, cart barn, and on course amenities. The Golf Services Supervisor performs all work in accordance with essential functions and responsibilities as described below and in the spirit of the Course's mission.

Essential Responsibilities

- Responsible for the daily management of all golf services equipment including, but not limited to, golf cart fleet, the range picker, and driving range equipment.
- Perform the weekly/bi-weekly/monthly cart fueling, including maintain proper record keeping on the fuel logs and periodic fuel checks.
- Perform basic cart repair and equipment maintenance duties including, but not limited to, tire repairs, changing s-bars, and battery maintenance.
- Maintain proper record keeping for the golf cart fleet, reporting damage and repairs to the Assistant Golf Professionals.
- Performs daily maintenance for the practice area and driving range tees including, stocking bag stands, cleaning up broken tees, divots, trash and keeping both areas and storage places clean and organized.
- Responsible for the managing the daily range ball supply; ensure the driving range is being picked frequently throughout the day to ensure proper inventory supply levels for customers; ensure the range is picked clean for weekly range maintenance.
- Set the driving range practice tees, putting green, and short game area with all necessary items such as balls, bag stands, training aids, rope line, etc.
- Responsible for cleanliness of all outside golf service areas, including but not limited to, the cart barn, driving range, storage room, wash bay, pavilion, and parking lot.
- Assists with tournament operations as directed, as needed.
- Assist with the set-up for junior camps, employee clinics, and hosting guest groups, as needed.
- Perform other duties as assigned or required.



Qualifications, Education, & Experience

- High School Diploma or Equivalent
- Appearance resembling a successful golf professional (clean and properly groomed appearance)
- Work tasks are performed mainly outdoors and involve physical strength and endurance. Must be able to work in varying temperatures and inclement weather.
- Requires communicating effectively with players, guests, co-workers, and supervisors.
- Must be able to lift and transport up to 50 lbs. on a regular and continuing basis.
- Must be able to use and operate all necessary vehicles and equipment.