

## JOB DESCRIPTION – CART ATTENDANT

### General Duties –

To assist the Clubhouse Staff and Concessions Staff with various duties around the Indian Bluff Golf Course Clubhouse, Concession Stands, Pavilions, and Golf Cart Storage Barn.

### Qualifications –

Willingness to work as part of a team, ability to handle several duties at one time, ability to take direction, ability to work evenings, weekends, holidays, irregular shifts.

Applicants should be able to lift 25 pounds, walk/stand for prolonged periods of time, be able to work outside, possibly in inclement weather.

This position reports directly to the clubhouse manager.

### Job Duties:

- Move Golf Carts from the golf cart return area into the storage barn, moving golf carts to golf cart staging area for use, keeping carts in proper numerical order
- Clean golf carts as needed, including using a pressure washer to help maintain cleanliness of carts
- Fill golf carts with gas as needed
- Maintain proper documentation of gas being used by golf carts
- Keep Golf Cart Storage Barn clean and organized
- Fill pop machines with proper product in the clubhouse and on the golf course
- Maintain a clean and organized basement in the clubhouse, including the pop storage area
- Keep all trash containers clean and properly emptied in the Clubhouse and Golf Cart Storage Barn
- General customer service as directed by Clubhouse Manager, Clubhouse Attendant, Concession Attendant
- Other Duties included, but not limited to:
  - Clean restrooms on the Golf Course and/or Clubhouse
  - Clean windows around the Clubhouse
  - Sweep and Mop Floors
  - Vacuum Floors
  - Help re-stock concession product at inside the Clubhouse and outside concession stand
  - Assist Customers when needed
  - Other chores as directed