



City of Cottage Grove  
Job Description  
**Part-Time Golf Cart Attendant**

<b>Department:</b> Middlefield Golf Course <i>Pro-Shop</i>	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Pro-Shop Manager	<b>Representation:</b> Non-Represented
<b>Pay Range:</b> Minimum Wage	<b>Date Adopted:</b> April 2024

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

The Part-Time Golf Cart Attendant is responsible for ensuring that golf carts are clean and available for use by customers and visitors of the Middlefield Golf Course. The Golf Cart Attendant provides a high level of customer service to all guests visiting the course and assists with various duties related to the functionality of the Middlefield Pro-Shop.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS:**

1. Prepare golf carts:
  - Move carts from outdoor storage location to staging area.
  - Clean/detail carts when returned from course and prior to being rented.
  - Put carts back in storage area at the end of shift/day.
  - Charge golf cart batteries.
  - Report cart issues to supervisor.
2. Maintain cleanliness and organization of the cart barn, keeping area neat and organized at all times.
3. Pressure wash, sweep, and scrub outdoor areas of the pro-shop and cart storage facilities.
4. Empty and clean garbage cans.
5. Lock exterior restrooms before closing.

**IMPORTANT FUNCTIONS:**

1. Assist with golf tournaments as needed.
2. Clean and remove debris from parking lot.
3. Fill on-course water dispensers as needed. Return dispensers to pro-shop at end of day.
4. Perform basic landscaping (weeding, raking, planting flowers/shrubs) in around the pro-shop and golf course entrance.
5. May deliver food/beverage from the pro-shop to outdoor eating area.
6. Greet guests and provide them with basic information about the golf course.
7. Perform other appropriate tasks as assigned by the Pro-Shop Manager.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to sustain long periods of standing and walking.
2. Frequent use of hands to handle/hold, feel, grasp and reach (sometimes above head level).
3. The employee must be able to withstand long periods of stooping, kneeling, and crouching.
4. The employee must frequently lift and/or move up to 30 pounds, and occasionally up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. Capable of turning neck to look behind, in front, to each side while operating golf cart.
7. Must be capable of working outdoors in inclement weather conditions.

## **JOB SPECIFICATIONS:**

### **Education & Experience:**

- 16 Years of age or older.
- Golf experience or knowledge *preferred*.

### **Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Safety standards, practices, and procedures applicable to area of assignment.

#### **Skill in:**

- Time management and prioritization of job duties.
- Exceptional customer service.
- Attention-to-detail.

#### **Ability to:**

- Operate a golf cart in a safe manner.
- Read and understand written instructions, organization policies, and operations manuals.
- Work independently in the absence of supervision.
- Work and communicate effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the organization.
- Exhibit a professional manner in dealing with others, maintain constructive working relationships, and to work as a team member.
- Work a flexible work schedule including afternoons, evenings, weekends, and holidays.
- Work in varied weather conditions (i.e. extreme heat, rain).
- Perform the essential functions of the job.
- Perform other duties as assigned by management.

**Special Requirements and Certifications:**

1. Must possess a valid Oregon driver's license: required to operate a golf cart on public roads.
2. Must be able to pass the department's security clearance standards, including Reference, Employment, and Criminal History checks (age 18 and above).

**Supervisory Duties/Supervision Received:**

This position does not have supervisory duties. Receives direct supervision from the Pro-Shop Manager where definite objectives are established; plans and arranges a significant portion of own work. Refers unusual situations to the Pro-Shop Manager.