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# Example of Golf Cart Attendant Job Description

Our company is looking for a golf cart attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for golf cart attendant

* Load and unload golf clubs onto and off of golf carts
* Clean and prepare golf carts before and after use to include removing towels, used items and trash, washing and wiping down
* Report any cart problems to the Pro Shop staff as soon as possible
* Clean golf clubs and ensure they are returned to assigned storage area
* Maintain bag room and cart barn keeping those areas neat and clean at all times
* Perform maintenance of driving range to include, but not limited to, picking up range balls, setting up and cleaning range, aligning hitting area ropes and collecting baskets
* Provide excellent customer service to members and players, including greeting them warmly and providing assistance when needed
* Promptly load/unload golfers bags from the Bag Drop, Bagroom, and Guest Services area
* Prepare golf carts for Play, placing yardage book, scorecard and pencil, tees and ice in cooler
* Stage carts as per tee sheet for days play, unhook from charger and tow carts from cart barn to staging area in front of clubhouse

## Qualifications for golf cart attendant

* Valid LA Class E driver's license
* Some understanding and ability to operate golf course equipment
* Must be TEAM certified or obtain TEAM certification in probationary period
* Must have ability to safely operate a golf cart
* Will require standing for long periods of time
* Intermediate computer proficiency including the ability to use email and the internet