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# Example of Golf Cart Attendant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Pick up balls from the range, wash them and return them to ball dispensing machine
* Return carts from staging area to wash down area and hose off and prepare for recharging
* Fully detail carts and check brakes etc for safety
* Maintain a stock of cleaning materials
* Assist in all areas of the golf operation as needed
* Responds to member's/guest's questions regarding the general information of facility
* Accountable for all checks and cash transactions that may, at times, be high volume
* Utilizes of Point of Sales system and creates daily sales reports
* Communicate any delays or problems to the golf shop staff and player assistants, to ensure happy golfers and a good pace of play
* Provides courteous and efficient food and beverage service to customers on the golf course

## Qualifications for golf cart attendant

* Basic golf etiquette knowledge
* Must have knowledge of Food & Beverage operations and have great customer service skills
* Must be available to work 40 hours with minimal or no scheduling conflicts
* Must have sight, speech, and hearing abilities sufficient to follow directions
* Must be able to stand, walk, stoop, kneel, crouch, and reach frequently
* Must be 21 years of age per CA law