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# Example of Golf Cart Attendant Job Description

Our innovative and growing company is hiring 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

* All duties as they relate to greeting golfers, handling golf bags, providing golf cart and range service and attending their clubs at the completion of the round
* Follow all guidelines, policies and procedures as they relate to golf, equipment rental, membership services and guest service programs
* Keep all golfer supplies stocked (tees, markers, scorecards, pencils, repair tools)
* Keep all exterior clubhouse areas including golf shop/restaurant entrances clean and to maintenance standards
* Notify Head Pro immediately of any member and guest complaints
* Greets guests and members as they arrive and depart the facility
* Loads and unloads golf clubs from both automobiles and golf carts for members and guests
* Provides members and guests with a thoroughly cleaned and good operating cart, fully stocked with towels, scorecards, pencils and divot sand
* Assists in the upkeep and cleanliness of bag drop, staging areas, cart barn and practice facilities
* Cleans carts and clubs that are in storage

## Qualifications for golf cart attendant

* Must be at least 21 years of age (serving alcohol & driving company vehicles)
* Must be 18 years of age, or older, at time of employment –Required
* Must be able to work long hours, varied shifts and weekends
* Must have excellent communication skills, and work well independently
* Must have point of sale and cash handling experience
* Must work well in a team or individually