



Job Description

Golf Course Attendant

Pay Grade: G01

Employment Status: Part-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year of experience in a related field.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Recreation.

Direct Supervisor: Golf Course Operations Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside and outside on the golf course.

Certification: Valid State of Florida driver's license

Job Summary: Performs clerical and cashiering work in registering and starting golf players at the golf club. Additionally, performs semi-skilled and manual work maintaining the golf cart fleet, driving range, and grounds.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist in the storing, staging, and returning of golf carts and concentrate on cleanliness.
- Ensure that all carts are cleaned and/or washed as needed.
- See that all carts are accounted for, refueled, and ready for operation.
- Perform relief duties at driving range in collecting range balls and keeping range ball dispenser full.
- Work one-on-one with patrons of the golf club ensuring the highest level of customer service.
- Register players, collect all fees, assign golf carts, and answer customer inquiries.
- Assist in pairing golf players.
- Record tee time information and assist patrons off first tee.
- Verify membership status, collect membership fees, and issue membership cards.
- Reconcile starting bank and perform predetermined close-out duties.
- Enforce club rules and policies.
- Perform general custodial duties to maintain work area, starter area, and storage barn.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Golf club rules and regulations.
- Registration policy and golf club procedures.
- City's functions, policies, and procedures.

Skills

- Oral communications and relational skills.



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- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Prioritize tasks at hand.
- Enforce regulations firmly, tactfully, and impartially.
- Establish and maintain effective working relationships with other employees and the golf patrons.
- Operate and maintain equipment (ball dispenser, ball retrieval machine, blowers, etc.).
- Perform cashiering duties and prepare daily reports.
- Works outside in varying weather conditions.

Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.



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- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date