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**Department:** Battlefield Golf Club  
**Position Title:** Outside Cart Attendant  
**Reports to:** Director of Golf  
**Supervises:** N/A  
**Classification:** Seasonal/ Hourly

**Work Hours:** This position typically works 15-20 hours a week. Additional hours may be required for tournaments or other special events/projects. This is a part time seasonal position during the months of March thru November.

**Position Summary: Responsible for the golf carts and driving range**

Work is performed under the general supervision of the Director of Golf and or the Head Golf Shop Attendant. This position requires minor physical labor. The role of this position is to assist the Director of Golf with execution of daily golf operations as pertaining to golf carts and the driving range. Job duties include, but are not limited to:

- Providing excellent customer service
- Fueling and cleaning golf cart fleet
- Golf cart staging as directed by the tee sheet for the day.
- Keeping pace of play on the golf course as stated by management policy.
- Ranger the course and in a polite and courteous manner inform players of rules of the course.
- Filling and distributing water coolers in the morning.
- Removing water coolers at night.
- Trash collection.
- Keeping facility clean.
- Inform golf shop of any supply needs.
- Help to supply pencils and scorecards to players and communicate any rules of the day.
- Assists with tournaments as directed by management.
- Picking the range of golf balls and washing them.
- Assist in Golf outing preparation.
- Representing the facility in a professional manner

**Knowledge, Skills and Abilities:** Thorough knowledge of daily golf operations and a friendly and positive attitude towards guests and employees.

**Education and Experience:** Any combination of education and experience equivalent to graduation from high school and some experience in or around the game of golf.

**Special Requirements:** Possession of an appropriate driver's license valid in the Commonwealth of Kentucky.

**General Physical Requirements (Based on average workday essential functions)**

Please check ONE description of general physical requirements that best represents the job duty requirements of the position:

- A. Sedentary work:** May be required to exert a nominal amount of force to lift, up to, 10 pounds and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work consists of spending most of the time sitting; walking/standing are only required occasionally on a situational basis.



**B. Light-Work/Light-Duty:** Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the exertion of force required by the job duties exceeds that of Sedentary Work and the worker still spends most of their time seated, the job is characterized as light-work/light-duty.

**C. Medium-Duty:** May be required to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. On a more regular basis, the worker may be required to constantly exert up to 10 pounds of force to move objects.

**D. Heavy-duty:** May be required to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently. On a more regular basis, the worker may be required to exert up to 20 pounds of force constantly to move objects.

**E. Very Heavy-Duty:** May be required to exert more than 100 pounds of force occasionally, and/or in excess of 50 pounds constantly to move objects.

Use the following checklists to analyze the demands of the particular job listed at the top of the page. In order to assess the extent to which an activity is required in the job, rate each activity on a scale of 1-5. Place the score in each designated blank next to the activity. Refer to the rating scale provided below as a guide to correctly filling out the checklist.

**Rating Scale:**

1	2 (Minor)	3 (Moderate)	4 (Moderately-High)	5 (Major)
Activity or condition is rarely present, if at all.	Activity or condition is a minor requirement that exists less than 25% of work time.	Activity or condition exists on a more frequent basis between 25%-50% of work time.	Activity or condition exists very frequently and constitutes a significant portion of the job. Exceeds 50% of your worktime.	Activity or condition is a major work function and is constantly required or present on a daily basis and exceeds 75% of your work time.

**Physical Demand (based on average workday)**

	<u>Rate</u>		
Standing	<u>4</u>	Working above shoulder/chest level	<u>1</u>
Walking	<u>4</u>	Working below waist level	<u>1</u>
Sitting	<u>2</u>	Repetitive gripping (full hand)	<u>1</u>
		Turning/Twisting	<u>2</u>
Lifting	<u>2</u>	Bending at the waist	<u>2</u>
Carrying	<u>2</u>	Kneeling/crouching	<u>1</u>
Pushing/Pulling	<u>2</u>	Typing/Keyboard	<u>1</u>
		Handwriting	<u>1</u>
Stairs	<u>1</u>	Telephone Use	<u>1</u>
Ladders	<u>1</u>	Other _____ %	<u>    </u>

**Comments:**



Completed by: Gary Vanderoef Date: 5 -10-2021