

Job Description: Golf Cart Attendant

Position Summary

The Golf Cart Attendant is responsible for maintaining a safe, clean, and organized golf cart operation while providing courteous and professional service to guests. The attendant ensures the cart is properly staged, cleaned, charged/fueled, and ready for use.

Essential Duties & Responsibilities

- Greet guests and provide professional and courteous assistance.
- Inspect cart before and after use for visible damage or safety concerns.
- Report damages to management immediately.
- Keep cart clean and presentable.
- Maintain cart keys and equipment in a secure manner.
- Assist guests with loading or unloading items when appropriate and safe to do so.
- Follow all safety rules and operating procedures.
- Assist with general grounds or guest-service duties when requested.
- Communicate problems, incidents, or guest concerns to management promptly.
- Perform other duties as assigned.

Qualifications

- Previous hospitality, golf, recreation, or customer service experience preferred.
- Valid driver's license may be required depending on company operations.
- Ability to operate golf cart safely and responsibly.
- Dependable and attentive to detail.
- Comfortable working outdoors in varying weather conditions.
- Ability to communicate effectively with guests and coworkers.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift, carry, push, and pull supplies and equipment.
- Ability to work outdoors for extended periods.
- Ability to safely enter and exit golf cart repeatedly throughout a shift.