

# **CART CARETAKER**

## **DEFINITION**

The Cart Caretaker reports to the Head Golf Professional.

The Cart Caretaker will be responsible for ensuring that customers are provided with clean, safe and fueled/charged golf carts. The Cart Caretaker must stay in contact with the Head Golf Professional, Equipment Manager, Proshop Manager, Starters, Rangers and Proshop Attendants to ensure that golf carts are provided to customers in a safe, friendly, courteous and timely manner and within the guidelines of CSHGC policies.

## **RESPONSIBILITIES**

- Seasonal, part time position approximately April to November
- Must be able to work Morning Shifts (approx. 5:30/6:00 AM – 2 PM) and approx. 3 weekdays per week
- Check carts during each shift to verify that they are operating properly and have a clean appearance.
- Responsible for following all cart safety and sanitation standards and procedures.
- If a cart has damage - Inform Equipment Manager, Head Golf Professional, Proshop Manager/ Proshop Attendant, Starter/Ranger
- If a cart has mechanical problems - Inform Equipment Manager, Head Golf Professional, Proshop Manager/ Proshop Attendant, Starter/Ranger
- Knowledge of all equipment use, safety, and cleaning.
- Perform all daily duties as instructed.
- Greet all customers, guests, and employees in a friendly manner.
- Keep work areas clean and neat.
- Must arrive at work on time and in proper attire including your name tag.
- Requires dependability and following posted work schedule.
- Maintain accurate time cards.
- Requires the ability to understand and follow oral and written direction, to communicate effectively, to maintain cooperative working relationships with other employees and the public and to keep accurate records of cart cleaning, repairs and maintenance.
- Ability to use good judgment and work independently.
- Additional Duties as Required.

## **EMPLOYEE STANDARDS**

- Minimum age of 18.
- Must be customer oriented with excellent interpersonal and communication skills.
- Must be able to follow and enforce policies and procedures set forth by CSHGC.
- Must be able to lift up to approximately 25 lbs.

## **BENEFITS**

- Hourly Wage
- Golfing Privileges.
- Driving Range Privileges.
- Discount on Food, Fountain Drinks & Coffee (While working).