

**THE RESORT AT PORT LUDLOW  
POSITION DESCRIPTION**

**FLSA:** Hourly

**POSITION TITLE:** Outside Service Attendant - Cart Handler

**DIVISION/DEPARTMENT:** Golf

**REPORTS TO (TITLE):** Director of Golf or Head Professional

**SUPERVISES:** N/A

**DATE (Revised):** 3/13/02, 3/10/06, 9/10/09

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**BASIC FUNCTION:**

Customer Service, golf cart cleaning & staging, driving range maintenance and club cleaning.

**QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

Golf knowledge required and previous experience in the golf business helpful. Good people skills required. Knowledge of the game of golf and good communication skills. Ability to drive tractor and golf carts.

**ESSENTIAL FUNCTIONS:**

Wash, clean and maintain an adequate supply of golf carts for issue and put away. Maintain an adequate supply of clean range balls by picking, washing and keeping the ball machine full. Keep range area neat and orderly. Assist all golfers with loading their golf bags on golf carts and assisting them with any of their needs. At the conclusion of their round, wash players clubs and assist them with loading bags into their cars. Keep all areas, cart barn, staging area and driving range neat and orderly throughout each day. Valid Washington State Driver's license.

**MARGINAL FUNCTIONS:**

1. Assist in tournament operations
2. Marshal and Starter functions
3. Shuttle players to and from the resort
4. Assist where needed in any other area of the golf operation

**ENVIRONMENT:** Cart Barn, driving range and staging area. Work together with fellow team members to ensure all guests satisfaction. Must be willing to work evenings, weekends and holidays. Maintain a professional attitude in all areas

### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				
Standing		X		
Walking				X
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs			x	
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing				X

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside		X
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

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**NAME**

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**DATE**