

# **Tuscaloosa County Park and Recreation Authority**

## **Job Description**

**Job Title:** Cart Attendant  
**Department:** Golf Course  
**Reports To:** Head Golf Professional  
**FLSA Status:** Non-Exempt  
**Job Level:** Part-Time Level 1 - \$9.25/Hour (Minimum) to \$12.03/Hour (Maximum)

### **SUMMARY**

Provides upscale customer services through outside operations of Ol' Colony golf complex. Maintains golf cart fleet, as well as keeping driving range supplied with golf balls and other outside services by performing the following duties.

### **ESSENTIAL FUNCTIONS**

Loads golf bags from customer's vehicles to golf carts, prevents customers from carry their own golf bags.

Cleans customers' golf clubs upon finishing their round of golf.

Park golf carts in a straight line and orderly manner.

Keep golf carts immaculate to ensure the new fleet will remain new as long as possible.

Constantly check driving range to assure amount of range balls and sufficient for customer base to use throughout the day.

Provide golf shop staff with feedback on results of outside operations.

Maintains neat shaven, orderly appearance.

Outgoing personality is a must in order to interact with the customer in an extremely friendly manner.

Available to work a flexible schedule, upon notice, including evenings, weekends and holidays as required.

Assists with other duties including, but not limited to driving range, cart attendants, course starter and marshals.

Other duties as assigned

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) preferred; or one year related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess or have the ability to possess a valid Alabama Driver License. Current certifications in First Aide and CPR is preferred but not mandatory.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person, shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity.

**PARA is proud to be a "Drug Free Work Place".**

All Employees are subject to random drug screens.