



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 07.05.2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must apply within ONE WEEK of the announcement date. Applications for Employment are available at the 161 N. Section Street, Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at [www.cofairhope.com](http://www.cofairhope.com). Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

**Position Information**

Job Title:                     **Golf Cart Attendant**                     Department:                     **Recreation**                    

Job Status:     Regular Full-Time         Temporary Full-Time  
                     Regular Part-time         Temporary Part-Time

Standard Scheduled Hours:                     **Varies**                     Days to be Worked:                     **Varies**                    

**Starting Pay Rate:**                     **\$8.50 per hour**                     Pay Grade

**Position Description:** The purpose of the Golf Cart Attendant is to assist golf operations with staging, cleaning and care of the golf cart fleet at Quail Creek Golf Course.

**Primary Responsibilities:** The Golf Cart Attendant is responsible for general upkeep and cleanliness of the Carts service of the Golf Course. Working under the direction of the Head Golf Pro, the Golf Cart Attendant assists members and guests with golf facilities and equipment to ensure a quality golf experience.

**Duties Include:**

Maintains the cart staging area with fresh and clean golf carts for all daily play, league play, shotgun starts, tournaments, etc.; Communicates by using hand-held radio or walkie-talkie; Drives golf cart to various locations on the course; Removes waste, trash and re-cyclable material from clubhouse to proper trash storage sites at the golf maintenance department; Collects driving range balls; wash range balls and refills range dispenser; Attends the driving range as needed; Retrieves range baskets and any un-usual debris from the hitting area; Maintains bag stands cleanliness and bag stand alignment to assure a safety and maintain a professional; Fills and refills sand buckets and sand bottle dispenser for the golf carts and golf cart staging area; Maintains the driving range and hitting area; restrooms on the course; sand and sand bottles for carts and sand stations on the course; Reports any damages to golf course vehicles or golf carts to Head Golf Professional; Reports any suspicious or un-usual behavior, on the course that is are not golf related; Returns any lost and found items left behind by any golf patron or employee to the golf shop; Maintains the work area clean and neat to promote a well-run and organized golf facility; Inventories all golf carts and golf vehicles stored at the golf cart barn at the end of a shift;

**Minimum Requirements:** Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test

**Knowledge, Skills and Abilities:** Some knowledge of the game of golf; Ability to align ropes to assist patrons in hitting range balls to the center of the driving range; Ability to inflate tires with air gauge and read air gauge for proper tire pressure; Ability to assist with golf shop staff, snack bar/grill staff and golf course maintenance staff ; Ability to drive a golf cart and other turf related vehicles such as beverage cart, gator, sand pro or small maintenance type vehicles as may be required to run the golf operation; Ability to use a hand-held radio or walkie-talkie; Ability to work outside in the heat and cold

*Date of Announcement 12/13/2017                      Closing date for Applications: Until filled*

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*