



POSITION DESCRIPTION

<u>TITLE:</u>	Indian Bluff Seasonal Cart Attendant
<u>DEPARTMENT:</u>	Indian Bluff Golf Course
<u>SUPERVISOR:</u>	Club House Manager
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

BASIC FUNCTION:

To assist the clubhouse and concessions staff with various duties at the District's golf course.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Move golf carts from the golf cart return area into the storage barn, moving golf carts to golf cart staging area for use, keeping carts in proper numerical order.
- Clean golf carts as needed, including using a pressure washer to help maintain cleanliness of carts.
- Fill golf carts with gas as needed.
- Maintain proper documentation of gas being used by golf carts.
- Keep golf cart storage area clean and organized.
- Fill pop machines with proper product in the clubhouse and on the golf course.
- Maintain a clean and organized basement in the clubhouse, including the pop storage area.
- Keep all trash containers clean and properly emptied in the clubhouse and cart storage area.
- General customer service as directed by Clubhouse Manager, Clubhouse Attendant, Concession Attendant.
- Clean restrooms on the golf course and clubhouse.
- Clean windows around the clubhouse.

- Vacuum, sweep and mop floors.
- Help re-stock concession product at inside the clubhouse and other concession areas.
- Assist customers when needed
- Must be willing to irregular hours, nights, weekends, and holidays and willing to be on call to respond to emergency incidents as needed.

POSITION REQUIREMENTS AND SPECIFICATIONS:

Education, Experience, & License Requirements:

- No prior experience required.
- Possession of a valid driver’s license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to lift 25 pounds occasionally.
- Ability to walk or stand for prolonged periods of time.
- Understanding and ability to use common hand tools and equipment.
- Ability to work outside in extreme environments and possibly in inclement weather.
- Sufficient verbal communications skills required to effectively communicate with public and District staff.
- Ability to use effective reasoning and deductive skills.
- Ability to learn and willingness to adhere to Rock Island County Forest Preserve District standards and codes, practices, policies and procedures.
- Must be willing to irregular hours, nights, weekends, and holidays and willing to be on call to respond to emergency incidents as needed.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.