



Manatee County Government

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Bradenton, FL 34205

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GOLF ATTENDANT

Basics

FLSA Non-Exempt

Job Code 194-100

Pay Grade G2

Pay Class 803

Hourly Minimum \$ 8.59

Hourly Maximum \$ 12.89

Effective Date 02/23/2009 - 12/31/2050

Finalized Date 09/17/2009

Purpose Of The Job This classification performs a variety of work in the maintenance/repair of golf carts, coordinating and establishing starting times and ensuring orderly course play.

Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

Minimum Education Required High school graduate/equivalent.

Minimum Experience Required One (1) year

Type of Experience experience in retail customer service setting while working one-on-one with customers. Must have knowledge of the game of golf.

Experience Desired Experience in golf course operations pertaining to golf carts, driving range, starter, and ranger/player assistance desired.

Job Duties

General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed

by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions
- Aligns players by tee times and assures the times are promptly followed; assigns individuals to groups; confirms fees have been paid.
- Monitors the course to ensure timely/orderly play.
- Ensures proper etiquette is maintained on the golf course and that rules and regulations are being followed.
- Maintains range ball supply, retrieves balls and baskets from practice range; fills range ball baskets and distributes to patrons.
- Keeps golf carts clean, batteries charged, tires inflated and performs any needed preventive maintenance.
- Keeps Cart Barn organized, clean and orderly.
- Issues rental equipment, clubs and pull carts.
- Keeps ball washers maintained at each tee on the golf course.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

Knowledge/Abilities/Skills

- Knowledge of the game of golf and its rules, regulations and etiquette.
- Ability to establish and maintain effective working relationships with co-workers, other County officials and the general public.
- Ability to understand and follow oral and written directions.