



**POSTED: May 25<sup>th</sup>, 2023**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Golf Cart Attendant

**DEPARTMENT:** Golf Pro Shop

**SUPERVISOR:** Pro Shop Manager

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time (Seasonal – Ineligible for Benefits)

**SALARY/PAY RATE:** \$11.00 - \$13.00/Hour (Non-Exempt)

**LICENSE STATUS:** Non-Key Employee

### **DESCRIPTION:**

The Golf Cart Attendant is responsible for setting up and preparing golf carts for day-to-day operations, as well as cleaning golf carts and parking carts in cart barn. Additionally, the golf cart attendant is responsible for the detailing of the golf carts and cleanliness of Club House/Pro Shop surroundings.

### **RESPONSIBILITIES:**

- Provide excellent guest service through active guest engagement and a positive attitude.
- Greet and welcome both members and non-members.
- Secure, prepare, and account for the cart fleet.
- Wash, detail and remove all trash from carts.
- Assist with customers' golf bags when time permits.
- Maintain flowerbeds outside of Clubhouse.
- Report maintenance issues daily.
- Keep cart area clean.
- Cleans and maintains outside areas of Club House, Pro Shop, and cart barn.
- Restock towels, cleaning supplies, etc.
- Keep carts filled with gas.
- Turn in missing items found in carts to Pro Shop Manager.
- Due to the dynamic casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED or in the process of obtaining diploma/GED.

- Excellent communication skills.
- Must be able to complete tasks with little supervision.
- Must be able to manage multiple tasks.
- Ability to lift to 50lbs.
- Ability to stand or sit for long periods.
- Ability to withstand a wide range of weather conditions.
- Able to withstand prolonged exposure to sunlight.
- Must be available for varying shifts including weekends and holidays.
- Must pass background checks and other pre-employment screenings.

**PREFERRED QUALIFICATIONS:**

- Knowledge of the game and course.

*The above statements are intended to describe the general nature and level of work performed by people 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. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 12/14/2021**

**Northern Waters Casino Resort**

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**Sign\_\_\_\_\_Date\_\_\_\_\_**