



**PARK CITY MUNICIPAL CORPORATION
JOB DESCRIPTION**

**Range Attendant/Golf Car Servicer
Pro Shop Department
Position # 25612
Reports to: Assistant Golf Pro**

**Updated: February 3, 2010 FLSA status: Non-Exempt
Grade: Seasonal 02**

JOB SUMMARY

The Range Attendant/Golf Car Servicer works under the direction of the Assistant Golf Pro/Manager on Duty to provide daily service to the golfing public. Ensures a good experience for public through excellent customer service skills. Performs maintenance tasks such as keeping up course appearance, preparing golf carts for use, etc. Assists with evening closure of facility.

EXAMPLES OF TYPICAL JOB DUTIES

Reports to Assistant Golf Pro/Manager on Duty

Is responsible for cleaning and restocking of golf carts

Keeps up appearance of golf range area

Picks driving range, including chipping of border areas, and daily cleaning of range balls

Assists with outside services to greet guests, clean clubs, and assist in unloading.

Assists in keep up of facility and course appearance

Assists with evening shutdown of course

Other duties as assigned or directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work in fast paced environment
- Excellent communication skills, both verbal and non verbal
- Ability to work intensively with the public
- Ability to work within a team environment

EDUCATION AND/OR EXPERIENCE

Required:

- Excellent communication skills.

Preferred:

- Team involvement experience.

