

**Job Description: Part-Time Service Worker (Cart AM/PM) - Golf**

**PAY GROUP:** TP 12

**EEOC CATEGORY:** Service/Maintenance

**FLSA:** Non-Exempt

**SUMMARY OF POSITION:**

The Part-Time Service Worker will be responsible for bringing up carts in the mornings, unlocking/cleaning on-course restrooms in the mornings, returning carts in the evenings, and picking range balls in the evenings. This is a part-time position which normally works less than 20 hours per week in rotating shifts, including weekends and is not eligible for City benefits. Start time for AM Service Worker is usually 5:00 AM and 4:00 PM for PM Service Worker depending on tournaments, regular play day, or seasonal time of year.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: General Manager and Assistant General Manager
2. Directs: This is a non-supervisory position.
3. Other: Position has daily contact with the general public and other departmental Employees.

**EXAMPLES OF WORK:**

Essential Duties\*

- Morning Service Worker brings out the assigned number of golf carts in the morning and stages them at the Pro Shop;
- Morning Service Worker may assist with tournament cart staging and tournament range set up;
- Morning Service Worker cleans on course restrooms and empties trash on a regular basis;
- Afternoon Service Worker cleans carts and returns them to the cart barn;
- After Service Worker picks up range balls and returns them to the ball dispenser;
- Service Workers will be expected to make minor repairs to golf carts;
- Service Workers will be expected to notify supervisors of cart or facility problems in a timely manner;
- Service Workers will ensure that the cart barn and clubhouse (outside) area are kept orderly and clean, including trash receptacles, shoe brushes, doorways clear of leaves and grass, etc.;
- Observes safety rules and procedures;

Other Important Duties\*

Performs such other duties as may be required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* general knowledge of custodial duties and golf cart operation and maintenance.

*Ability to:* follow written and oral instructions; communicate orally, establish and maintain effective working relationships with other city employees and with the general public; ability to stand and/or walk for extended periods of time; maintain and promote a positive professional image; work outdoors in all weather conditions i.e. hot and cold temperatures and/or wet conditions; and work variable shifts including evenings and weekends.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of work experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license.

\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

*This job description does not take into account potential reasonable accommodations. February 26*