

Job Description: DRIVING RANGE ATTENDANT

CLASS NO. 2511

EEOC CATEGORY: Service & Maintenance

PAY GROUP: 5

FLSA: Nonexempt

SUMMARY OF POSITION

Ensures carts are cleaned and range balls are picked up.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Pro Shop Attendant
2. Directs: This is a non-supervisory position
3. Other: Has daily contact with the general public

EXAMPLES OF WORK

Essential Duties

Cleans golf carts and plugs charges in.

Pick up golf balls on driving range, and wash them.

Clean Pro Shop as needed.

Report any damages to carts to Pro Shop.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Maintain a Texas Drivers License

ACCEPTABLE TRAINING AND EXPERIENCE

None

CERTIFICATES AND LICENSES REQUIRED

None

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012