



Cart Attendant Job Description

Job Title: Cart Attendant	Status: Full-Time/Part Time
Supervisor: Head Golf Professional	Classification: Non-Exempt
Department: Golf Shop	Revised: July 2023

Summary/Position Overview:

We are currently seeking Cart Stewards, both full-time and part-time. This position works closely with the Head Golf Professional, First Assistant Professional, and Director of Member Services on the outside golf operations to facilitate a smooth transition for members and guests around the Club. To be successful in this position, you must possess a willingness to serve others and have a friendly and professional demeanor. As a Cart Attendant, you will represent Quixote Club and be expected to serve with integrity, professionalism, and hospitality. This role requires flexibility in meeting the varying scheduling needs of Quixote Club and must be willing to work additional hours if necessary. The current operating days are Wednesday through Sunday, and hours are based on seasonal needs.

Primary Responsibilities:

- Follow procedures for proper opening and closing of the course and range operations.
- Meet, greet, and serve all members and guests in a warm, friendly, and professional manner, following all facility policies and procedures.
- Provide clear communication necessary to the golf shop by radio.
- Maintain the cleanliness and organization of the cart storage area.
- Prepare and maintain the range for use by members.
- Maintain equipment, including golf carts and pickers, and organize cart storage as needed. Keep all areas of the range, practice facility, and golf carts fully stocked for members.
- Maintain range ball recovery utilizing both mechanical and hand machinery and equipment.
- Operate all equipment according to safety guidelines and report any safety or mechanical issues to the supervisor immediately.

Knowledge, Skills, and Abilities:

- Have flexible availability, including days, nights, weekends, and holidays.
- Possess a valid driver's license.
- Must be able to follow instructions when operating carts, machinery, or equipment to ensure safety for all team members, members, and guests.
- Constant movement about the facility and grounds.
- Ability to operate equipment, including pickers and golf carts.
- Frequent lifting and moving of objects weighing up to 50 lbs.
- Ability to work outdoors with exposure to varying weather conditions.



Quixote Club
875 Pinewood Road
Sumter, SC 29154
803.775.5541



Education/Other Skills:

- Must be 16 years of age or older.
- Ability to retain and relay accurate information to members.
- Excellent member service and communication skills.
- Knowledge of golf is preferred but not required.
- Positive attitude and good manners.
- Excellent listening skills.
- Eagerness to provide excellent service.



Quixote Club
875 Pinewood Road
Sumter, SC 29154
803.775.5541