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# SPRING HILL

## COLLEGE

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*Mobile, Alabama*

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: June 8, 2020

Position: Golf Course Cart Attendant  
(Part-Time Position)

Summary Description: Under general supervision of the Golf Course Manager, controls the flow of golfers onto and off of the golf course. Also, monitors the pace of play on the golf course.

Description of Duties/Responsibilities:

*Essential Functions*

1. Checks in each golfer before they begin play on the golf course.
2. Makes note of each golfer that begins play on the course by name, golf cart number, beginning time of play and receipt number.
3. Informs each golfer, before beginning play for that day, what the course rules and regulations are for the day.
4. Encourages all golfers to keep up with the group in front of them.
5. Makes random trips around the golf course to ensure that the golfers are doing their best to follow the guidelines discussed prior to beginning their round.
6. Manages daily tee sheet in coordination with the inside staff in an effort to provide customers with a quality golfing experience.
7. Provides quality customer service in a personable manner while following Golf Course procedures.

*Marginal Functions*

During periods of the assigned shift when customer usage does not require constant attention starter/marshal may be required to perform a combination of the following functions.

1. Rides the course picking up trash.
2. Fills divots with sand.
3. Assists the cart attendants with golf carts.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of modern methods, materials, vehicles, equipment, and tools used in the performance of assigned duties.
2. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
3. Knowledge of safe work practices and applicable safety standards.
4. Ability to understand and carry out oral or written instructions.
5. Ability to analyze and evaluate work situations using independent judgment, initiative, and firmness.
6. Ability to work with others in a team effort.
7. Ability to work varying hours, as needed.

Qualification Standards:

*Experience:* Some experience in golf course work preferred.

*Other Considerations:*

- The schedule and hours for this position are set by the Golf Course Manager. The schedule and overall hours may depend, in part, upon seasonal hours of operation, *etc.*
- Hiring process includes, e.g., a criminal history background search. This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

One position is available, and it is open until filled. **MUST APPLY IN PERSON** at the Spring Hill College Golf Course Pro Shop. For questions, please contact Phil Barnett at 251-380-4654 or pbarnett@shc.edu