

Fraser Valley Metropolitan Recreation District  
P.O. Box 3348 Winter Park, CO 80482  
970-726-8968



**POSITION TITLE:** Outside Guest Services – Cart Attendant  
**CLASS:** Seasonal Part-time  
**PAY TYPE:** Non-Exempt  
**PAY GRADE:** 20  
**PAY RANGE:** \$14.00 - \$19.00 per hour  
**SUPERVISOR:** Clubhouse Manager

#### **WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?**

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

**GENERAL STATEMENT OF DUTIES:** Politely greet guests, assist guests with golf bags, prepare and maintain golf carts, and set up the driving range. Provide an exceptional golf course experience for all guests.

**ESSENTIAL JOB FUNCTIONS:** The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Interact with guests in a positive and polite manner at all times.
- Greet guests at bag drop and assist with loading their bags on a cart or into the bag rack.
- Assist guests moving their clubs from the cart to their car after their round.
- Clean and prepare golf carts for next guest's usage.
- Keep the cart staging area and all surrounding areas clean and organized.
- Organize cart garage, plug in carts and maintain a count of all golf carts.
- Set up the driving range and use a range finder to measure distance.
- Pick up loose balls on the driving range, return them to the shed and clean them.
- Understand all safety precautions that must be followed while handling golf course equipment.
- Perform other related duties as necessary.

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

- Knowledge of electric and gas golf carts and their use on the driving range, golf course, and surrounding areas.
- Participating knowledge of the game of golf.
- Excellent customer service and communication skills.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends, and holidays as necessary.

#### **EDUCATION, TRAINING, AND EXPERIENCE:**

- Must be 14 years of age or older.
- Basic knowledge and understanding of typical golf course procedures.
- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training provided).

**Work Environment:** Work is performed at an outdoor golf course setting in all weather conditions and may include periods of high activity. The noise level ranges from quiet to moderately loud. While performing the duties of this job, the employee occasionally works near moving mechanical parts.

**Physical Requirements:** While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. Moderate to heavy lifting and carrying of 10 pounds or greater is required.

**The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.**

**EQUAL OPPORTUNITY EMPLOYER**

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**Employee Name**

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**Employee Signature**

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**Date**