

## **Golf Attendant**

NOC 6671  
CAT I

### **Qualifications**

High school diploma AND some years experience in a related field

OR

An acceptable combination of education, training and experience will also be considered

AND

A valid Driver's License (Province)

### **Knowledge**

Of commercial cleaning products and equipment

Of health and safety practices

Of hospitality services

### **Experience**

In food and beverage service

In working concessions such as ice cream, frozen beverages and hot dogs, an asset

In working in a similar environment, such as a golf course, driving range or mini putt, an asset

In cash handling

In using software for word processing, spreadsheets, presentations, databases, e-mail and internet browsing

### **Core Characteristics**

#### *Team Player*

Collaborate with others to achieve effective and efficient results. Seek and welcome others' ideas.

#### *Customer Focus*

Understand customer needs, be responsive, and exceed expectations. Ensure that daily work is customer focused.

#### *Positive Attitude*

Take pride in a job well done. Learn from setbacks or failures as well as from successful efforts.

#### *Excellence*

Perform high quality work in a timely and efficient manner. Take responsibility for safety in the workplace.

#### *Competence*

Seek learning opportunities and participate in training and other self-development activities.

### **Responsibilities**

Ensure drivers and ball baskets are replenished and available for rental.

Issue Personal Identification numbers (PIN) for driver and ball rentals.

Ensure driving range boundary ropes (range tee areas) are rotated.

Oversee driving area and mini golf game activities to ensure safety of participants.

Operate mechanical and hand held ball picking equipment.

Operate and clean ball washing machine.

Clean and maintain the mini golf course, driving range, golf equipment and storage area.

Clean and fuel motorized carts; report repairs, as required.

Maintain a clean and sanitary environment for food service delivery.

Prepare food for sale.

Operate ice cream and frozen beverage machines.

Collect cash/fees for rentals and sale of merchandise.

Handle cash, operate the cash register and ensure correct change.

Perform refunds, voids, and returns, as required.

Maintain a cash float and prepare cash deposits.

Pick up debris and empty trash containers; replace garbage bags as required.

Recycle materials as per regulations.

Perform routine maintenance and safety inspections.

Perform opening and closing duties.

Perform moderate lifting, carrying, pulling and/or pushing (i.e. more than 10 lbs/4.5 kg but less than 50 lbs /23 kg).

Ensure compliance with the Health & Safety Program, in conjunction with management, and may act as a Representative or member of a local NPF Committee.

Comply with NPF policies, procedures, regulations and applicable legislation.

Perform other related duties as assigned by supervisor.

**Disclaimer**

This description has been designed to indicate the key responsibilities of the job and the nature of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and tasks required of employees assigned to this job.

I have read and understand the contents of this job description.

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Employee's Name

\_\_\_\_\_  
Employee's Signature

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Date

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Supervisor's Name

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Supervisor's Signature

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Date

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Manager's Name

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Manager's Signature

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Date