

**I. Position**

Bag, Range & Cart Attendant (8.8)

**II. Related Titles**

Bag Room Attendant; Cart Runner

**III. Essential Functions**

Provide bag, cart, and range services to members and guests

**IV. Additional Responsibilities**

1. Brings carts from cart shelter to cart staging area outside Golf Shop
2. Removes bags from Bag Storage Room and loads onto carts
3. Transports range balls to each end of range and fills appropriate containers
4. Places baskets of balls at evenly spaced intervals on range
5. Operates tractor and ball picker on range to retrieve balls
6. Washes all range balls daily
7. Removes bags from carts and returns bags to assigned rack in Bag Storage Room
8. Returns carts to cart shelter; removes towels, pencils, score cards, tees, drink cans, etc., from carts and saves reusable items; washes cart with pressure cleaner; parks cart in shelter and connects charger cable

**V. Reports to**

Assistant Golf Professional

**VI. Supervises**

No supervisory duties are included in this position