

**Title:** Cart Attendant  
**PG:** \*  
**Status:** Non-Civil Service  
**Position Reports to:** Asst. Cart Manager  
**Department:** Parks & Recreation

**Class Code:** 8219  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

Responsible for the dispersion and maintenance of the cart fleet for Cleveland Heights Golf Club.

**ESSENTIAL FUNCTIONS:**

1. Provides carts for golfers.
2. Maintains and repairs damages on the carts.
3. Keeps work area clean.
4. Retrieves bags for members.
5. Wash cars daily and charge carts.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Ability to communicate effectively with customers and employees.
2. Ability to understand and carry out instructions furnished in written, oral, or diagram form.
3. Ability to stand for long periods of time.
4. Ability to stand, stoop, kneel, crouch or crawl.
5. Ability to operate a cart.

**WORKING ENVIRONMENT/CONDITIONS:**

Light work that involves walking, standing, stooping, kneeling, crouching, crawling or standing most of the time and involves up to 10 pounds of force on a recurring basis.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High School Diploma or its equivalent.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.