



# UNION COUNTY BOARD OF COMMISSIONERS

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## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Outside Services/Golf Cart Attendant

**DEPARTMENT:** Buffalo Peak Golf Course

**FTE:** Seasonal/Part Time  
(Average 25 to 30 hours per week)

**OPENING DATE:** March 15, 2023

**CLOSING DATE:** Open Until Filled

**SALARY:** \$12.50/hour

### **POSITION SUMMARY**

The Outside Service/Golf Cart Attendant works closely with the General Manager on the outside golf operations to assure a smooth transition for guests around the course. Primary responsibility will be customer service, efficiency of cart loading, cart cleanliness, staging, and storing. This position requires a highly self-motivated individual who can work with minimal supervision and interact with customers at a high level.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for daily operations of range ball recovery utilizing both mechanical and hand machinery and equipment.
- Help keep all working areas attractive, neat and clean, free of trash and waste.
- Responsible for washing the range balls to maintain their cleanliness and usability.
- Follow procedures for proper opening and closing of the cart and range operations.
- Keep the outside area neat and clean.
- Inspect the condition of golf carts with specific attention to their cleanliness and appearance.
- Responsible for cart cleanliness, cart supplies, cart condition and fueling, as well as the rotation of golf carts to ensure uniform usage among the fleet.
- Assist golf shop personnel in the tournament setup of golf carts and range operations.
- Refer all major problems/complaints to the Manager.
- Follow procedures in management of the carts.
- Maintain order and continuity of player traffic.
- Tracking and reporting the need for supplies necessary for day to day operations of their given areas.
- Perform other duties as required.

The above job functions cover the most significant duties performed but do not include other occasional work, the inclusion of which would be in the conformity with the factor degree assigned to this job.

**JOB QUALIFICATIONS & REQUIREMENTS:**

- Requires a highly self-motivated individual who can work with minimal supervision.
- Ability to courteously interact with customers.
- Must be able to frequently lift and carry up to 70 lbs.
- Must be 18 years of age or older.
- Flexible availability including days, nights weekends, and holidays.
- Must be dependable, reporting to work as scheduled.
- Must have a positive attitude while on the job.

**APPLICATIONS AVAILABLE** at Buffalo Peak Golf Course, 1224 E Fulton Street, Union; Union County Administrative Office, 1106 K Avenue, La Grande; or <http://union-county.org/administrative-services/employment/>

**APPLY:** Buffalo Peak Golf Course  
1224 E. Fulton Street  
Union, OR 97883  
(541)562-5527