

# PARAGON CASINO RESORT

## Job Description

### GOLF CART ATTENDANT

<b>Department:</b>	<b>Tamahka Trails</b>	<b>Reports to:</b>	<b>Golf Marshal</b>
<b>Job Code:</b>	<b>ATT07</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>ATT008</b>	<b>Costing:</b>	<b>450 4502 4511</b>
<b>Pay Grade:</b>	<b>N2</b>	<b>Date:</b>	<b>10/23/19</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for outside assistance of golf guests and maintenance and appearance of cart fleet at Tamahka Trails Golf Course.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Performs all duties as assigned by the Golf Course Marshal, Assistant Professional and Director of Golf Operations.
- Responsible for assisting members and guests in all outside service needs.
- Welcomes guests to Tamahka Trails
- Maintains cart fleet, which includes cleaning, rotation, normal maintenance, and routine check for cart damage.
- Assists golfers with loading, cleaning, and storage of golf clubs.
- Checks rental clubs in and out.
- Makes sure Practice facilities are stocked with range balls stacked in pyramids.
- Blows off sidewalks, breezeway, staging area and other clubhouse grounds.
- Cleans outside furniture, fixtures and facilities and picks up trash throughout the property.
- Maintains ice towel stations and water stations on the golf course.
- Promotes Tamahka Trails and Paragon activities and events to guests.
- Perform other non-gaming duties as assigned.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) preferred. Previous exposure to customer service positions desirable.

**Qualifications:** Must possess excellent guest service skills.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and understand directions. Clear speech and ability to communicate instructions and directions essential.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to define problems and draw valid conclusions. Ability to interpret and define instructions.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch, or crawl.

Duties consist of lifting, moving, and loading up to one hundred (100) pound loads.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual exposure to outside weather conditions is required.

The noise level in the work environment is usually moderate.