



RICHMOND GOLF CLUB

**ABOUT RICHMOND GOLF CLUB:** Richmond Golf Club offers a championship golf course, as well as a grass driving range, short game practice area and putting green. The Club was incorporated in 1924 and hosted numerous PGA and LPGA tournaments in the 40s and 50s. We are a private club with 500+ members. We host an array of events and activities, whether it's a lively social gathering, a themed dinner party, or a charitable event. The club has one large Bar and Dining Room, the Patty Berg Banquet Room, Members Private Lounge, the Tenth Tee Oasis, as well as a Men's and Ladies Locker Rooms.

**OPEN POSITION:** Outside Services, Range & Bag Room Attendants  
Part-Time or Full-Time  
Classification: Non-Exempt

If you enjoy being outside, meeting new people, and working in a fast paced environment this may be a job for you!

**REPORTS TO:** HEAD GOLF PROFESSIONAL

**ESSENTIAL RESPONSIBILITIES:**

- Brings golf carts from cart shelter to cart staging area outside Golf Shop; checks golf carts for tire pressure, brake operation, and other safety considerations.
- Loads bags from bag storage room or member/guest vehicles onto golf carts.
- Transports range balls to evenly spaced intervals/stalls on range.
- Operates tractor and ball picker on range to retrieve balls.
- Washes all range balls daily.
- Removes bags from golf carts and returns bags (and push/electric carts) to assigned rack or stall in bag storage room.
- Returns golf carts to cart shelter; removes towels, pencils, score cards, tees, drink cans, etc. from golf carts and saves reusable items; checks carts for damage; washes golf carts; parks cart in the shelter and connects charger cable.
- Advises Golf Shop of clubs/belongings found on the range and/or golf carts and adds to lost and found.
- Reports to Golf Shop any damage to club golf carts or service issues with ball bicker.
- Cleans all clubs for members and guests; cleans and maintains the club's rental equipment.
- Maintains cleanliness and order in bag storage room.
- Performs other appropriate tasks as assigned by the Head Golf Professional.



**PHYSICAL DEMANDS:**

- Frequent lifting, bending, climbing, stooping, and pulling
- Frequent repetitive motions
- Continuous standing and walking

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Valid drivers' license

**BENEFITS:**

- Health insurance
- Dental insurance
- Playing and practicing privileges
- One meal a day while on duty