



JOB TITLE: Golf Cart Attendant

GRADE : PTT 1

DEPARTMENT: Black Rock Golf Course

REPORTS TO: Golf Course Manager

FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK:

Under the supervision of the Manager, Golf Cart Attendant will perform daily operations as an outside employee; have knowledge of golf; greet customers, ability to clean and gas a golf cart. Marshal the golf course to make sure play is moving. Pick the Driving Range.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Clean, gas up golf carts
2. Pull carts and stage for the day
3. Maintains the driving range.
4. Meets with, advises, and receives direction from the Golf Course Manager and or pro shop staff
5. Deals with the day to day golfers
6. Makes sure the speed of play is maintained and monitored
7. Must be available on holidays and weekends.
8. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the game of golf.
2. Good communication skills.
3. Ability to deal with a wide variety of people.
4. Good personal appearance.

EDUCATION AND EXPERIENCE:

1. High School Diploma
2. Prior experience in retailing and/or golfing.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license.
- Must be able to successfully complete and maintain the TAM certification.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
March 19, 2026 @ 4:00 PM**