



Kingswood Golf Club, Inc.
P.O. Box 687
WOLFEBORO, NEW HAMPSHIRE 03894
(603) 569-3524 · gm@kingswoodgolfclub.com

Beautiful 18 Hole Golf Course

I. POSITION

BEVERAGE CART ATTENDANT – Part Time, Seasonal.

II. RELATED TITLES

Cart Attendant.

III. JOB SUMMARY

Cart Attendants will operate on the course during peak business hours and will be committed to providing a quality golf experience to all players. Cart Attendants will rotate through the schedule and act as a Server as well.

IV. JOB DUTIES AND RESPONSIBILITIES

1. Prepare alcoholic and non-alcoholic beverages for cart patrons.
2. Deliver a professional and first-class drink service on the course.
3. Keep a clean, attractive looking and properly maintained beverage cart.
4. Stock and inventory cart with each shift, as directed.
5. Practice safety and courtesy at all times.
6. Verify customers identification and confirm it meets legal drinking age.
7. Keep accurate records, make change for customers and ensure member charges are correct.
8. Report daily sales and ensure cash bank is properly accounted for.
9. Report any operational or safety issues with the cart.
10. Comply with all food and beverage regulations.

V. REQUIREMENTS AND SKILLS

1. Ability to keep the cart organized, stocked and clean.
2. Working knowledge of golf etiquette and good math skills.
3. Positive attitude and excellent communication and people skills and ability to work well under pressure.
4. Work with other staff as a team. Ability to build relationships with colleagues and customers and ensure mutual satisfaction.
5. Must possess a current state driver's license and be of legal age to serve alcohol in New Hampshire.
6. Must have reliable transportation and be dependable.
7. Must be willing and able to work evenings, weekends and holidays.

VI. REPORTS TO

Assistant Front-End Manager, Kitchen Manager and General Manager.

VII. SUPERVISES

N/A

VIII. ADDITIONAL INFORMATION

1. Compensation includes starting hourly wage of \$12 plus tips. All Sand Trap Employees are encouraged to participate in tip pooling.
2. Cart Attendants will be required to attend the T.E.A.M (Total Education in Alcohol Management) training offered by the N.H. Liquor Commission through an on-line portal.
3. Uniform requirements include black pants, black shorts or skirts that must be finger-tip length and issued Sand Trap shirt. Presentable golf skirts are allowed in colors other than black. Shoes must be slip-resistant, restaurant work shoes.

I acknowledge that I have received the job description for the BEVERAGE CART ATTENDANT position and understand and accept all duties and responsibilities.

Employee Name

Date

Hiring Manager