



Freeport Park District

Job Description

Job Title: Park Hills Golf Course Driving Range Attendant

Department: Park Hills Golf Course

Reports To: Golf Course Manager/Golf Pro

Starting Pay: \$15.00 / hour

SUMMARY: Provide courteous customer service while performing daily driving range, golf course, and facility maintenance duties to ensure safe, clean, and efficient operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Collect, wash, sort, dry, and stock driving range balls; remove damaged balls
- Retrieve balls from creeks and berms; reposition range ropes nightly
- Clean and secure range, cart sheds, clubhouse, patio, and parking areas
- Empty trash, sweep, vacuum paths, clean spike brushes, and maintain club cleaners
- Fuel, clean, inspect, and park golf carts
- Stock scorecards, pencils, water coolers, and vending machines
- Assist golf staff with daily operations and basic risk management tasks
- Provide friendly, professional service to all golfers

QUALIFICATIONS

- High school diploma or GED preferred
- Valid driver's license
- Ability to perform physical labor and work outdoors
- Strong customer service skills and ability to follow instructions

SKILLS & ABILITIES

- Basic reading, math, and problem-solving skills
- Ability to follow written and verbal directions and work independently

WORK ENVIRONMENT & PHYSICAL DEMANDS

Moderate-noise, active outdoor environment, requires standing, walking, bending, lifting, and use of hand tools and equipment.