



JOB POSTING

Date of Notice: March 16th, 2017

Position Title: **CADDIE SHUTTLE DRIVER** – (Part-time)

Job Location: BANDON DUNES

Position Reports To: Director of Caddie Services

Application Closing Date: Until Filled

Send Application To: Bandon Dunes
Attn: Human Resources
57744 Round Lake Drive, Bandon, OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Essential Duties and Responsibilities:

- Transport Caddies throughout the resort
- Assist in the transport of caddies, golf equipment, including loading and unloading bags from shuttle busses
- Ensure that equipment is clean, have sufficient gas and are serviced on a regular basis.
- Enforce and comply with resort policies and procedures as necessary.
- Ability to interact in a positive manner with Employees, Caddies and Guests to respond to questions about facilities and resolve issues
- Other related duties as assigned.

Qualifications:

- High School diploma or equivalent preferred
- Valid Oregon Driver's license with a driving record acceptable under Company policy for the operation of a motor vehicle.
- Positive attitude, professional manner and appearance in all situations
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights & weekends.
- Demonstrate quality interpersonal communication skills
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 30 lbs occasionally, and 10 lbs constantly

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application prior to the closing date. Complete job description available upon request.

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