



POSITION DESCRIPTION
SEASONAL CLUBHOUSE ATTENDANT, GOLF COURSE

PURPOSE, SCOPE AND WORKING RELATIONSHIPS: The Seasonal Clubhouse Attendant assists in the daily operations and maintenance of the Golf Course Clubhouse, to meet and greet all golfers, guests and the general public in a courteous manner, and to serve food and refreshments. The Seasonal Clubhouse Attendant is normally employed for six months between April and September.

Reports to: Golf Course Manager
Clubhouse Supervisor

Supervision: None

DUTIES AND RESPONSIBILITIES:

- Safely and efficiently assists in the operations of the clubhouse under the direction of the Manager and Clubhouse Supervisor, ensuring guests, members and the public have an excellent experience.
- Primary clubhouse duties include:
 - Interacts with customers by taking and serving orders, including food, snacks and drinks, in a friendly and courteous manner;
 - Prepares simple menu items, [i.e. hot dogs, pizzas and cold sandwiches], in the absence of the Cook and Clubhouse Supervisor;
 - Complies with all food and beverage regulations;
 - Handles retail transactions including operating the cash register and credit card machines; and prepares balance sheets at the end of the day;
 - Cleans, buses and prepares tables, silverware, etc., as well as washing dishes;
 - Stocks pop and beer coolers and candy racks;
 - Assists in the opening and closing of the clubhouse utilizing a check-off list, as needed.
- Assists and in the absence of the bartender, prepare drink orders; verifying customers' identification and confirming they meet legal drinking age;
- Performs general interior and exterior maintenance activities in and around the clubhouse including the following tasks:
 - Sweeping, mopping and vacuuming rugs and floors, sidewalks and decks;
 - Emptying wastebaskets and garbage cans;
 - Cleans, disinfects and maintains restrooms.
- Operates a beverage cart on the golf course as needed.
- Performs, assists or in the absence of the Golf Course Attendant, performs the following:
 - Rotates, puts away and washes all golf carts and ensures all carts are charged;
 - Picks up range balls, washes and separates golf balls, puts in golf balls, and cleans range ball area.
- Follows all established safety procedures and precautions including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and assures that work or assignment areas are clean and equipment are properly cleaned and stored before leaving on breaks, end of workday, etc.

- Performs other duties when assigned or when necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of modern office methods, procedures and equipment.
- Knowledge of the game of golf.
- Ability to be mobile in a variety of work environments including climbing steps, ramps and ladders; entry on confined spaces; possess sufficient physical strength and ability to perform lifting and moving materials and equipment; to reach overhead and bend down to complete tasks needed.
- Ability to lift 50 pounds.
- Ability to operate a cash register and credit card machine; and give change correctly and accurately.
- Ability to work rotating shifts, weekends and holidays on short notice.
- Ability to keep the clubhouse, pro shop and bar organized, stocked and clean.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.
- Ability to operate a personal computer and various software applications.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Must be 18 years old or older.
- Possession of a valid State of Minnesota driver's license.
- Must be able to lift 50 pounds.
- Must be able to work weekends, evenings and holidays.
- Attend Responsible Beverage Serving training.