



Clubhouse Attendant

Department: Public Works	FLSA Status: Non-Exempt
Division: Public Works	Job Status: Non-Bargaining Unit
Reports to: Golf Course Manager	Location: Evergreen Golf Course
Prepared by: Director of Public Works/City Engineer	Approved by: Plymouth Common Council
Date: March 15, 2018	Date: March 27, 2018

GENERAL DESCRIPTION

Under the direction of the Golf Course Manager, the Clubhouse Attendant position involves opening the golf course and running the day-to-day operations at the Club House.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Open & close golf course.
- Greet and welcome all guests.
- Organize golfers according to tee times to ensure smooth and timely play.
- Perform transactions using cash register. Balance drawer at end of shift/day.
- Assist in pricing, stocking, inventorying and displaying golf shop merchandise.
- Assist customers in selecting golf shop merchandise.
- Prepare snack bar, check inventory for adequate supplies and report to supervisor when items need to be restocked.

OTHER DUTIES

- Daily standing and sitting for prolonged periods.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of golfing is preferred, but not necessary.
- Knowledge and ability to count money is required.
- Strong communication and interpersonal skills.
- Must have ability to maintain good public relations and to work well with other staff.

EDUCATION AND TRAINING

- Completion of a high school diploma or GED equivalent.
- Must possess a valid Wisconsin driver's license.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.