

Department: Towns

SPEC DISK H5

Classification: Labor (seasonal) *Pending SCS*

DOCUMENT 55

Grade: _____

CLUB HOUSE ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring some initiative with limited responsibility. Performs a variety of functions associated with the operations for a municipal golf course club house. The work is performed under the immediate supervision of the Town Supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs a variety of customer service activities related to Club House operations to promote and maintain a high level of customer satisfaction.

Collects fees for yearly membership and daily greens fees. Collects fees for gas cart and pull cart rentals.

Keeps gas carts properly fueled. Provide for necessary cleaning, preventive maintenance, and repairs to keep gas carts in good working order.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of the rules and etiquette of golf; ability to give and enforce simple instructions; ability to get along well with others; ability to be courteous yet firm with the public; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

Created October 25, 2004