

Department: Towns

SPEC DISK H5

Classification: Non-competitive (seasonal) *Pending SCS*

DOCUMENT 56

Grade: \_\_\_\_\_

*SENIOR CLUB HOUSE ATTENDANT*

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work requiring some initiative and 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.

Maintain records of revenues and enter data into a simple computer software program;

May make daily bank deposits, submits deposit slips, transmittals and related records to the Town Supervisor's office;

Oversees Club House Attendants to ensure that the Club House is properly staffed during all hours of operation.

Keeps gas carts properly fueled. Provide for necessary cleaning, preventive maintenance, and repairs to keep gas carts in good working order, keeps accurate records of fuel usage and maintenance expenses.

Assist in coordinating, setting up and running tournaments as may be necessary.

**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:**

Two years experience on a golf course in a position similar to the Club House Attendant, or any equivalent combination of training and experience.

Created October 25, 2004