City of Gering
Job Posting Notice

Job Title: Clubhouse Attendant I
Seasonal/Part-time

Department: Golf

Grade Level: Grade 1
Scale $9.00-$10.85

Posting Period: February 11- February 29, 2016 (open until filled)

Application Deadline: 4:30 p.m., February 29, 2016 at the Gering City Administration Office, 1025 P Street, Gering, Nebraska.

Job Description: Attached

POSITION DESCRIPTION

Class Title:	**Clubhouse Attendant I**	Grade Number: 1
Department:	Golf	Date: August, 2010
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine duties assisting in the daily operations of the golf course and clubhouse.

SUPERVISION RECEIVED

Works under the general supervision of the Golf Professional or Clubhouse Attendant II.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects golf fees and other payments made to the golf pro-shop.

Maintains list of golf memberships; schedules tee times for golfers.

Provides customer assistance to pro shop customers and golfers.

Receives telephone calls and citizen visits concerning the golf course; handles questions; and responds to citizen's complaints.

Performs routine cleaning of shop and entrance area outside club house including dusting, vacuuming and washing windows.

Performs cleaning of cart shed and outside club house; performs cleaning and light maintenance of golf carts.

Counts and balances cash drawer at end of day; if more than two are on duty one will count and balance and the second person will double check the drawer for accuracy.

Collects and washes golf balls from driving range on a routine basis.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Must be 18 years of age.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of cash register.
(B) Skills in operating listed tools and equipment.
(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

TOOLS AND EQUIPMENT USED

Cash register, 10-key calculator, telephone, golf cart, public address system, computer and vacuum.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit , talk or hear. The employee is frequently required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.