



CITY OF GERING

SEASONAL

Job Posting

Job Title: Clubhouse Attendant I

Department: Golf

Starting Pay: \$13.50/hour

Position Duration: April – September

Application Deadline: Open Until Filled

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

Join the City of Gering's Golf Course as a Clubhouse Attendant I, where you'll assist in the daily operations of the clubhouse and golf course while providing excellent customer service. We are seeking dependable and friendly individuals to handle transactions, schedule tee times, maintain clubhouse cleanliness, and support golfers to ensure a welcoming and enjoyable experience for all.

To apply, please submit your application via email or in person.

Applications can be found at <https://www.gering.org/careers>

City of Gering
Shannon Goss
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org



Seasonal Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient, please do not leave any area blank, use N/A if not applicable. The application will be used for the initial review to select applicants for interviews.
2. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
3. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
4. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
5. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



JOB DESCRIPTION

Title: Clubhouse Attendant I
Department: Golf Pro Shop
Reports to: Golf Professional or Clubhouse Attendant II
Pay Grade: Seasonal 1/A
Date Adopted:
Previous Revision Date: March 2024
Last Revision Date: March 2025

Type: Full Time Part Time Seasonal
FLSA: Exempt Salary
 Non-Exempt Hourly
Union: Yes No
Safety Sensitive: Yes No

Job Summary:

Performs routine duties assisting in the daily operations of the golf course and clubhouse, including customer service, handling transactions, and maintaining cleanliness.

Essential Functions:

- Collects golf fees and other payments made to the golf pro shop.
 - Maintains a list of golf memberships and 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 complaints.
 - Performs routine cleaning of the shop and clubhouse entrance, including dusting, vacuuming, and washing windows.
 - Cleans and maintains the cart shed and outside clubhouse areas.
 - Cleans and performs light maintenance of golf carts.
 - Counts and balances the cash drawer at the end of the day; if two or more employees are on duty, one will count and balance, while the other verifies accuracy.
 - Collects and washes golf balls from the driving range regularly.
 - Perform other duties as assigned.
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Qualifications:

1. Education and Experience:

- No prior training or experience required.

2. Necessary Knowledge and Skills:

- Ability to lift heavy objects and perform physically demanding tasks.
- Working knowledge of cash register operations.
- Skills in operating listed tools and equipment.
- 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 handle frequent interruptions.

3. Special Requirements:

- Valid NE Driver's License.
 - Minimum age requirement of 16.
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Tools & Equipment Used:

- Point of Sale system, 10-key calculator, telephone, golf cart, public address system, computer, and vacuum.

Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Frequently required to reach, stand, and walk.
- Occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- May work in elevated positions, such as ladders, roofs, or bucket trucks.
- Frequently lift and/or move up to 50 pounds; occasionally lift/move up to 100 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

Work Environment:

- The noise level in the work environment is usually moderately quiet.
 - Outdoor duties may involve exposure to adverse weather conditions, including cold, wind, or rain.
 - Work may require evening, weekend, and holiday shifts based on seasonal demands and special events.
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Supervisory Responsibility: None

Disclaimer: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with 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.

Approved:

Pat Heath

City Administrator

03/10/2025

Date

Reason for leaving

Company Name

Telephone

Address

Starting Pay

Supervisor's Name

Ending Pay

Job Title

Employment Dates:

Describe your work

From:

To:

Reason for leaving

Company Name

Telephone

Address

Starting Pay

Supervisor's Name

Ending Pay

Job Title

Employment Dates:

Describe your work

From:

To:

Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:

1025 P Street
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to sgoss@gering.org