

CITY OF GERING

Job Posting Notice

Job Title:	Clubhouse Attendant I
Department:	Golf Course
Posting Period:	March 29- April 12, 2021 (Position will remain open until filled)
Application Deadline:	4:30 p.m., Monday April 12, 2021 at Gering City Administration Building, 1025 P Street, Gering, NE.
Job Description:	Attached

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

The City of Gering is now accepting applications for a Clubhouse Attendant I position at Monument Shadows golf course. This person is responsible for accepting fees and payments made at the golf pro-shop, scheduling tee times, providing customer assistance to pro shop customers and golfers, receiving phone calls and answering golf course related questions, performing routine cleaning of shop, club house, and cart shed, and balancing the cash drawer. Specific duties, responsibilities, and desired qualifications are available with the application form. This position does require some evening and weekend hours. Apply at the City of Gering, 1025 P Street, Gering, NE 69341 or at www.gering.org. Position is open until filled. EOE

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.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available? Are you legally eligible for employment in the United States? Yes No
 Full-Time Seasonal
 Part-Time Overtime (if requested)

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin).
 Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

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: _____	

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.

Do Not Contact: Employer: _____
Reason: _____

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

Fax: 308-436-6899