



POSITION DESCRIPTION

<u>TITLE:</u>	Indian Bluff Seasonal Clubhouse Attendant
<u>DEPARTMENT:</u>	Indian Bluff Golf Course
<u>SUPERVISOR:</u>	Club House Manager
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

BASIC FUNCTION:

To assist Indian Bluff Golf Course customers with all aspects of the Indian Bluff Golf Course experience. Check in golfers, rent golf carts, sell merchandise, and assist other Indian Bluff Golf Course staff as needed. Assist customers with tee time reservations, inform customers of course rules and track customers play and use at the golf course.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Check in all golfers, making sure every player is represented in the FORE! Reservations system.
- Rent golf carts to golfers requesting them.
- Rent golf carts in accordance to the Indian Bluff Golf Course Cart Renting Policy.
- Make sure proper paperwork is filled out when renting golf carts.
- Schedule and maintain tee times in accordance to the Indian Bluff Golf Course Tee Time Policy.
- Answer Phones, answer general questions about Indian Bluff.
- Sell golf merchandise to customers.
- Assist Concession Staff or Cart Attendants as needed (Must be 21 years old or older to assist with the sales and/or delivery of any alcoholic beverage.
- Maintain cash drawer during shift.
- Close cash drawer at the end of shift.

- Opening the Clubhouse for Daily play at proper time.
- Close the Clubhouse at the end of the night, including locking up all monies and securing the clubhouse according to Indian Bluff policy.
- Move Golf Carts from the golf cart return area into the storage barn, moving golf carts to golf cart staging area for use, keeping carts in proper numerical order.
- Clean golf carts as needed, including using a pressure washer to help maintain cleanliness of carts.
- Fill golf carts with gas as needed.
- Maintain proper documentation of gas being used by golf carts.
- Keep Golf Cart Storage Barn clean and organized.
- Fill pop machines with proper product in the clubhouse and on the golf course.
- Maintain a clean and organized basement in the clubhouse, including the pop storage area.
- Keep all trash containers clean and properly emptied in the Clubhouse and Golf Cart Storage Barn.
- General customer service as directed by Clubhouse Manager.
- Clean restrooms on the Golf Course and/or Clubhouse.
- Clean windows around the Clubhouse.
- Vacuum, sweep and mop floors.
- Help re-stock concession product at inside the clubhouse and outside concession areas.
- Assist customers as needed.
- Shall assist in emergencies.

POSITION REQUIREMENTS AND SPECIFICATIONS:

Education, Experience, & License Requirements:

- High school diploma or education equivalent preferred.
- Possession of a valid driver's license.
- Must be 18 years of age.

- No direct experience is required, but knowledge and prior experience of the FORE! Reservations golf course POS system is preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have ability to operate POS systems Must be able to work and follow procedures without direct supervision.
- Ability to lift 25 pounds, occasionally.
- Ability to walk or stand for prolonged periods of time.
- Able to work outside in extreme environmental conditions, possibly in inclement weather.
- Sufficient verbal communications skills required to effectively communicate with public and District staff.
- Ability to use effective reasoning and deductive skills.
- Willingness to work as part of a team in a busy environment, ability to handle several duties at one time.
- Ability to take direction, work irregular shifts including evenings, early mornings, weekends, holidays.
- Ability to learn and willingness to adhere to Rock Island County Forest Preserve District standards and codes, practices, policies and procedures.
- Must be willing to irregular hours, nights, weekends, and holidays and willing to be on call to respond to emergency incidents as needed.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.