

GOLF CLUBHOUSE CLERK

DESCRIPTION OF WORK

Under direct supervision of the Golf Professional and/or Golf Clubhouse Lead facilitates front desk and kitchen counter operations that will consist of serving the needs of the customers who telephone or make a personal visit to the facility; operate the computer system for transactions and assist with any facility need that may occur.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Answers telephone inquiries in a courteous and efficient manner; operates cash register to perform financial transactions for daily admission to the facility, pros shop sales and others as needed; responsible for proper opening and closing procedures as needed on shift; assists in the kitchen with food prep and customer service at the kitchen counter; performs routine facility walk-through for observation of usage areas; completes forms and reports as necessary; ensures appropriate set-ups for programs and facility rentals have been accomplished by assigned personnel; assists other golf course employees as requested; ensures a clean and safe environment by checking cleanliness of facility and reporting or performing any custodial needs that require attention.

OTHER DUTIES INCLUDE: Performs others duties as assigned.

QUALIFICATIONS

Thorough knowledge of golf course facility will be expected through usage of facility.

Basic knowledge of general office procedures and methods, including good telephone skills.

Possess excellent customer service skills.

Possess excellent customer service skills coordination adequate to operate a phone system, computer, and other office equipment.

Operate general office equipment.

Input information on computer program.

Stand, sit, walk, pinch, twist, climb, bend, kneel, reach, pick and perform a variety of similar body movements.

Talk and hear in person and by phone.

See and read records, reports, and other information.

Establish and maintain effective working relationships with employees, officials and the public.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to completion of high school.

SPECIAL REQUIREMENTS

At least 18 years of age or older. Have or obtain a Food Handler's License. Will be required to pass a pre-employment drug screen and a background check. CPR and First Aid certifications are required within 6 months of employment. Schedule of working hours will include early mornings, evenings, weekends and holidays.

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.