

Job Posting

Seasonal Golf Course Clubhouse Attendant City of Orono

Posted: January 22, 2018

Application Deadline: Applications accepted until position is filled

Status: Part Time Summer Seasonal (May – September)

Compensation Range: \$10-12 per hour depending on experience. Free golf while employed at the course.

This position will be responsible for maintaining the clubhouse, selling of green fees and concessions, and general cleaning of the clubhouse. The position reports to the Clubhouse Manager. Must be a high school graduate or equivalent. Must be 18 years of age or older and able to frequently lift/move 50 pounds. Please submit application to: Public Works, City of Orono, 2750 Kelly Parkway, Orono, MN 55356 / Phone: (952) 249-4600. Thank you for your interest in the City of Orono.



CITY OF ORONO

Position Title: Clubhouse Attendant – Seasonal/Part Time

Document Date: January 22, 2018

Department: Public Works

Accountable to: Clubhouse Manager

FLSA Status: Non-exempt

Nature of Work

This position will be responsible for maintaining the clubhouse, selling of green fees and concessions, and general cleaning of the clubhouse.

Supervision Received and Exercised

This position receives supervision by a Clubhouse Manager. This position does not supervise the work of other employees.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Provide customer service to residents/customers.
- Selling of Green Fees;
- Selling of soda, candy, and alcoholic beverages;
- Cleaning of clubhouse and bathrooms;
- Some grounds work and light outside work;
- Performs all duties in accordance with appropriate safety and security standards.
- Performs other duties and assumes other responsibilities as assigned.

Required Knowledge, Skills and Abilities

Knowledge:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

Minimum Requirements

- High School Diploma or equivalent.
- Satisfactory results from motor vehicle records check and criminal background investigation.
- Available a portion of April to October

Desirable Qualifications

- Previous experience working in similar fields
- Available from April to October

Physical Demands and Working Environment

- Some lifting is required (less than 50 lbs)
- This position operates in an indoor environment, where employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.