



CLUBHOUSE ATTENDANT JOB DESCRIPTION

Position Concept: The Clubhouse Attendant assists in the daily operations and maintenance of the Golf Course Pro Shop and Clubhouse to ensure inside components of golf operations are facilitated. This relates to customer check in, customer booking, pro shop cleanliness, along with other responsibilities to maintain a professional Pro Shop and Clubhouse. Meets and greets all guests in a friendly and professional manner. The Pro Shop Attendant is a part-time seasonal position normally operating Mid- March until Mid- November weather permitting.

Shifts may vary includes Weekdays, Weekends and Holidays weather permitting.

Appointed by Town Manager. Direct Supervisors: Clubhouse Manager and Golf Course Superintendent.

Clubhouse duties, include but not limited to:

- Opening and closing the pro shop
- Operating the point-of-sale system
- Keeping an accurate cash drawer and balancing / closing it at the end of the day
- Answering the telephone
- Scheduling tee-times
- Maintaining an accurate sale of inventory items in the pro shop
- Assisting the Public, Season Pass Holders and Guests as needed
- Sweeping, mopping and vacuuming the floors, sidewalks and deck
- Emptying trash bins
- Cleaning and maintaining restrooms
- Removing trash from golf carts
- Shuffling golf carts to ensure the parking area is organized
- Parking and locking golf carts at the end of the day
- Performing other duties when assigned or when necessary
- Any additional tasks assigned by Clubhouse Manager or Golf Course Superintendent.

Job Requirements

- Minimum of 18 years of age
- Valid Drivers License
- Ability to operate a cash register and give change correctly and accurately
- Ability to stand for extended periods of time
- Ability to work evenings, weekends and holidays
- Prior golf course experience preferred
- Knowledge of the game of golf preferred
- Attention to detail
- Strong organizational, planning and prioritization skills
- Excellent service and customer focused attitude
- Excellent communication skills

To apply, please submit a Town of Auburn job application (available at www.auburnguide.com) to the Human Resources Department, 104 Central Street, Auburn, MA 01501 or email to ddubois@town.auburn.ma.us.

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