

JOB DESCRIPTION – CLUBHOUSE ATTENDANT

General Duties –

To assist Indian Bluff Customers with all aspects of the Indian Bluff Experience. Check in all golfers, rent golf carts, sell merchandise, assist other Indian Bluff Staff as needed. Use FORE! Reservations software to take/maintain tee times, track all customers that use Indian Bluff GC.

Qualifications –

Must be 21 years of age. 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. Willingness to learn or knowledge of the FORE! Reservations golf course POS system. Must be able to work and follow procedures without direct supervision.

Applicants should be able to lift 25 pounds, walk/stand for prolonged periods of time, be able to work outside, possibly in inclement weather.

This position reports directly to the Clubhouse Manager

Job Duties:

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
- ☐ 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
- ☒ Sweep and Mop Floors
- ☒ Vacuum Floors
- ☒ Help re-stock concession product at inside the Clubhouse and outside concession stand
- ☒ Assist Customers as needed
- ☒ Other chores as directed