

## CLUBHOUSE ATTENDANT

**Shifts:** Each day there are typically two shifts – 8am- 2pm and then 2pm to Close.. depending on the time of the year, we might start a little earlier (summer) or a little later (fall) There are days we do split the schedule into 3 shifts. The course is open 7 days a week, including Memorial Day, 4<sup>th</sup> of July and Labor Day.

**Months:** April thru October

**Duties Include:** Answer phones, schedule tee times, supervise start times, collect green fees, light cleaning of clubhouse, concession and beverage sales, including alcohol (beer) sales, etc.

Weekly Total Hours: Varies from week to week, but generally 12 – 18 hours / week.

**Age Restrictions:** Must be 18 and a high school graduate. 19 and older preferred.

\*\* Persons in this role typically are also working in our concession stand and or selling/taking tickets for our larger events.

\*\*All clubhouse/concession stand attendants /are required to attend a certified alcohol server training during the spring