

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9716

## **CLUBHOUSE ATTENDANT**

### NATURE OF WORK

This work involves assisting in the daily operations of a municipal golf course clubhouse.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Schedules tee times.

Receives fees for course play and cart rental.

Provides customer assistance.

Responds to questions and complaints.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the play of the game of golf.

Ability to operate a cash register and make correct change.

Ability to communicate effectively with customers and other employees.

Ability to understand oral and written instructions.

Ability to stand and walk from 75 to 100% of the work day.

### SPECIAL QUALIFICATIONS

Must be able to work varied hours and days, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Cash Register

Calculator

Telephone

Golf Cart

Public Address System