

Drummond Island Township Golf Course Clubhouse Attendant – Job Description (Part-Time/Seasonal)

Position Title: Golf Course Clubhouse Attendant

Reports To: Golf Course Superintendent

Position Type: Part-time Seasonal (multiple positions)

Purpose of Position:

The Golf Course Clubhouse Attendant is responsible for providing excellent customer service to golfers, maintaining a clean and welcoming clubhouse environment, assisting with golf cart management, and supporting daily operations of the Drummond Island Township Golf Course. This position replaces the former full-time Golf Course Manager role and distributes essential clubhouse operations among several part-time employees.

Key Responsibilities

Employees will follow a checklist of actions for both open and close procedures that cover the following expectations:

1. Clubhouse Operations

- Greet golfers, check in player and process payments.
- Maintain a clean and organized clubhouse, pro-shop area, and bathrooms at all times.
- Ensure clubhouse supplies (toilet paper, cleaning products, scorecards, pencils, etc.) are stocked.
- Opening and closing duties as assigned, including securing facilities.
- Collect range balls as needed to ensure range balls are available and driving range is kept clear.

2. Golf Cart Management

- Prepare golf carts for daily use, including cleaning and staging carts.
- Inspect carts for damage, fuel levels, and operational issues.
- Fuel carts as needed and ensure fueling area is kept clean and safe.
- Report mechanical or safety concerns to the Golf Course Superintendent promptly.
- Ensure carts are returned properly and cleaned between users.

3. Customer Service

- Provide friendly, professional service to golfers and visitors.
- Answer questions about course conditions, tee times, rules, and local information.
- Address minor customer concerns and refer larger issues to the Golf Course Superintendent.

4. Merchandise Sales & Cash Handling

- Sell pro shop merchandise, beverages, and other approved items.
- Restock merchandise shelves and maintain an appealing display.
- Monitor inventory levels and notify the Superintendent when restocking is needed.
- Handle cash, card payments, and end-of-shift register counts accurately.

5. Course Support

- Communicate with the Golf Course Superintendent regarding on-course issues (downed limbs, slow play, maintenance needs, etc.).
- Assist with tournament check-ins and special event support as requested.

Work Schedule

- Part-time seasonal; hours will vary based on weather, weekends, and course traffic.
- Employees may be assigned morning, afternoon, evening, weekday, or weekend shifts.
- Reliable attendance is required.
- Time-off requests must be submitted at least three days in advance in non-emergency situations to the Golf Course Superintendent.

Qualifications

Required

- Strong customer service skills and a friendly, welcoming demeanor.
- Ability to perform physical tasks, including lifting up to 40 lbs and working in various weather conditions.
- Ability to safely operate and refuel gas-powered golf carts.
- Basic math and cash-handling skills.
- Ability to work independently and as part of a team.

Preferred

- Experience in retail, hospitality, golf course operations, or customer service.
- Familiarity with golf etiquette and basic golf rules.

Uniform and Appearance

- A township-branded golf course shirt will be provided and must be worn during shifts.
- Employees must maintain a neat and professional appearance.
- Smoking is restricted to designated areas.

Compensation

- Hourly rate to be determined by the Township Board based on budget and experience.
 - Minimum wage - \$16.00 per hour
- Seasonal employees are eligible for limited golf privileges as approved by the township.

Seasonal Rehire Policy

Re-employment will be contingent upon an annual performance review reflecting adherence to township standards and effectiveness in both maintenance and management roles.

Equal Employment Opportunity Statement

Drummond Island Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.

Acknowledgement: _____

Township Representative: _____

Date: _____