



Job Description

Job Title: Seasonal/Summer – Golf Course Outside Attendant
Reports To: Clubhouse Manager
Location: Atwood Homestead, Macktown, Ledges Golf Courses
FLSA Status: Seasonal/Nonexempt (Hourly) (10-32 weeks)
Starting Wage: \$12+/hour, dependent upon experience
Amenities include free golf, cart rental, shelter rental, camping

PURPOSE. Performs routine manual labor tasks as assigned. Work hours may vary, and may include weekdays, evenings, weekends and holidays. A forty-hour work week is not guaranteed, depending on weather conditions and workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Unlocks golf carts each morning.
- Establishes driving range hitting stations as directed.
- Monitors drinking water stations on the course and properly cleans water coolers upon change out.
- Provides for general cleaning and maintenance around clubhouse interior and exterior, as well as the cleaning and stocking of restroom facilities out on the golf course.
- Repairs ball-marks on assigned green complexes.
- Checks bunkers regularly to ensure they are freshly raked.
- Fills divots with divot mix on teeing grounds and driving range hitting areas.
- Assists Clubhouse Cashier with pace of play.
- Ensures all sprinkler heads are free of overgrowth.
- Weeds clubhouse area and flower beds around tees & greens.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes all other duties as assigned.

QUALIFICATIONS. The requirements listed are representative of the knowledge, skill, and/or ability required. Must be at least 17 years old. Requires a valid Driver's License.

KNOWLEDGE REQUIRED FOR THE ROLE. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely. Ability to drive standard transmission vehicles preferred.

EDUCATION and/or EXPERIENCE. High School diploma or general education degree (GED) preferred, along with experience in manual labor and ability to use power equipment. Training and/or experience in agriculture, park and recreation management, horticulture, forestry, or other related field preferred. Familiar with the rules of golf and golf etiquette preferred.

PHYSICAL DEMANDS. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT. The employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals or plant materials; and risk of electrical shock. The noise level in the work environment is usually moderate.

THE FOREST PRESERVES OF WINNEBAGO COUNTY
IS AN EQUAL OPPORTUNITY EMPLOYER