



## 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:** \$13+/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.

Please apply HERE <https://www.winnebagoforest.org/seasonal-application>

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IS AN EQUAL OPPORTUNITY EMPLOYER