

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Clubhouse Aide	<i>Pay Grade:</i>	EAP-5
<i>Department:</i>	Golf Course	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Clubhouse	<i>Reports to Position:</i>	Course Manager
<i>Effective Date:</i>	October 25, 2019		

## JOB SUMMARY

Under general supervision, this is a floating position working in various areas of the clubhouse including cart maintenance, the concession area and the pro shop.

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Assist in the pro shop by stocking merchandise and using POS system and collecting payment for services/product
- Assist with cart duties which include washing and fueling carts as well as removing carts from cart barn and getting carts ready for daily use and returning carts to cart barn at end of the day
- Collecting balls from the driving range
- Assisting in the concession area to include simple food preparation, using POS system and collecting payment for product and assisting with clean up

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

**Education and Training**

Must be age 18 or older

**Experience**

N/A

**Licenses or Certification Required**

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

**Knowledge of:**

- Golf etiquette preferred
- Basic cooking skills
- POS and cash handling

**Ability to:**

- Adapt depending on assignment
- Read and comprehend manuals, procedures and directives
- Exercise courtesy and tact in dealing with coworkers and the public
- Work non-standard hours including weekends
- Work in a constant state of alertness and in a safe manner

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Work location will both indoors and outdoors

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Golfers, Concession customers, Other Golf employees

**APPROVAL/ACKNOWLEDGEMENT**

\_\_\_\_\_  
Department Head

Dir of Parks and Rec

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – CLUBHOUSE AIDE - GOLF COURSE

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY			
1-10 lbs		X	
11-20 lbs		X	
21-50 lbs		X	
51-75 lbs	X		
76-100 lbs	X		

PUSH/PULL			
1-10 lbs		X	
11-20 lbs		X	
21-50 lbs		X	
51-75 lbs	X		
76-100 lbs	X		

MOVEMENT			
Bend/Stoop/ Twist		X	
Crouch/ Squat		X	
Kneel/Crawl	X		
Reach Above Shoulders		X	
Reach Below Shoulders		X	
Repetitive Arm Use		X	
Repetitive Wrist Use		X	
<b>Repetitive Hand Use</b>			
a) grasping	X		
b) squeezing	X		
Climb Stairs/Ladder		X	
Uneven Walking Surface	X		
Even Walking Surface		X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION			
Motor Vehicle	X		
Heavy Equipment (Backhoe, dump truck)	X		
Large Apparatus (Fire Truck, Street Sweeper)	X		
Small Equipment (Mower)	X		
Handheld tool/equipment (tamps, weed eaters, shovel)	X		

WORK WITH/NEAR			
Machinery	X		
Electricity	X		
Power Tools	X		
Impact Tools	X		
Chemicals		X	
Fumes		X	
Heights	X		

ENVIRONMENT			
Indoors		X	
Outdoors		X	
Extreme Heat		X	
Extreme Cold		X	
Dusty	X		
Excessive Noise	X		
Other (explain)			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	3
Stand	3	3
Walk	1	2

**Additional Considerations (including clarification of any of the above)**