

**CITY OF GRAND MARAIS  
POSITION DESCRIPTION**

**POSITION IDENTIFICATION**

TITLE: Clubhouse Attendant  
DEPARTMENT: Gunflint Hills Golf Course  
STATUS: Park time / Seasonal - Non-exempt

**POSITION SUMMARY**

To register and service course golfers.

**SOURCE OF SUPERVISION**

Golf Course Superintendent

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Unlocks clubhouse, turns alarm system off, counts monies supplies, checks inventory of supplies and golfers equipment

Greets visitors, answers questions, registers golfers, collects fees for golfing and cart rental

Sells golfers supplies, i.e. tees, balls, candy, pop, set-ups, bags, clubs, etc. collecting monies

Relays messages received to golfers and co-workers

Sets alarm system, locks money in safe, locks-up clubhouse at end of shift

Reports hours worked on time summary sheet

**OTHER DUTIES AND RESPONSIBILITIES**

Cleans toilet rooms and facilities, replenishing towels, paper and other supplies as necessary

Vacuums carpets, washes and cleans tables, refrigerator and other appliances

Replenishes pop, mix, candies and supplies in refrigerator and display racks from stockroom as necessary

Reviews inventories of supplies, notes low stocks from normal, notes such and includes in cash box

Accepts orders and waits tables as necessary to serve customers

Attends to golf cart fleet, unlocks in morning, locks-up in evening, cleans out garbage, wipes off dew and reports any malfunctions

MINIMUM QUALIFICATIONS

High School Diploma or GED

One year experience as a retail clerk with cash register experience

DESIRED QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Considerable ability to communicate effectively with the general public and City staff

Working knowledge of the operation of a cash register

Considerable ability to stand for long periods of time

Considerable ability to count and make change and cash out drawer

Working knowledge of the game of golf