



The CITY OF BURNSVILLE
Invites applications for the position of:
**(Seasonal) Golf Course
Clubhouse Attendant**

An Equal Opportunity Employer

OPENING DATE: 4/7/2021

CLOSING DATE: Open Until Filled

SALARY RANGE: \$10.08 - \$11.50/hour DOQ

SEASONAL POSITION: May-November

DESCRIPTION:

This position is responsible for providing customer service for golf patrons. Responsibilities include accountability for the service and safety of Birnamwood patrons, care of the clubhouse at the facility.

HOURS: This is a temporary, seasonal position May-November. The Golf Course is open Monday-Sunday 6:00 a.m. to dusk. Applicants may be asked to work through the end of the golf season (approximately end of November). Weekends and closing shifts are required.

ESSENTIAL JOB FUNCTIONS:

1. Conduct the Birnamwood clubhouse operation including, selling of greens tickets, concession items, renting of equipment and serving as starter.
2. Open and close the golf operation as scheduled, including closing out the register.
3. Operation of the cash register.
4. Perform daily light maintenance on the clubhouse.
5. Sell concession items.
6. Answer public inquiries over the telephone and in person, take reservations and program registrations.
7. Enforce course policies and procedures.
8. Be courteous and sincere in all relations and matters dealing with the public.
9. To coordinate and implement any program or special recreation activities as assigned.
10. Attend all staff meetings and staff training sessions as required.
11. Assists in educating players regarding course policy, current cart policy, speed of play and so forth.
12. Regular and reliable attendance.

MINIMUM QUALIFICATIONS:

- Must be 16 years of age or older.
- Ability to work independently and make responsible decisions according to established procedures.
- Ability to interact with the public in a positive manner and maintain good public relations.
- Basic use of computers and organizational skills.

DESIRED QUALIFICATIONS:

- Valid Driver's License.
- Knowledge of the rules and etiquette of golf.
- Able to work with people and be flexible with schedule.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Final candidate must successfully pass background check

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:

100 Civic Center Parkway

Burnsville, MN 55337

P: 952-895-4477