

Job Description: Part-Time Service Worker (Range PM) - Golf

PAY GROUP: TP 12

EEOC CATEGORY: Service/Maintenance

FLSA: Non-Exempt

SUMMARY OF POSITION:

The Part-Time Service Worker is responsible for cleaning on-course restrooms during afternoon shifts, securing and locking facilities for the evening, and collecting range balls in the evening. This is a part-time position that typically works fewer than 20 hours per week on rotating shifts and is not eligible for City benefits.

The usual start time is 4:00 p.m., though hours may vary depending on tournaments, regular play schedules, and seasonal operational needs.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Golf Pro
2. Directs: This is a non-supervisory position.
3. Other: Position has daily contact with the general public and other departmental Employees.

EXAMPLES OF WORK:

Essential Duties*

Afternoon Service Worker picks range balls from the driving range and returns them to the ball dispenser;

Afternoon Service Worker will clean on-course bathrooms and lock them up for the evening;

Service Workers will be expected to notify supervisor of cart or facility problems in a timely manner;

Service Workers will ensure that the cart barn and clubhouse (outside) area are kept orderly and clean, including trash receptacles, shoe brushes, doorways clear of leaves and grass, etc.:

Observes safety rules and procedures;

Other Important Duties*

Performs such other duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: general knowledge of custodial duties and golf cart operation and maintenance.

Ability to: follow written and oral instructions; communicate orally, establish and maintain effective working relationships with other city employees and with the general public; ability to stand and/or walk for extended periods of time; maintain and promote a positive professional image; work outdoors in all weather conditions i.e. hot and cold temperatures and/or wet conditions; and work variable shifts including evenings and weekends.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of work experience.

CERTIFICATES AND LICENSES REQUIRED:

Appropriate Texas driver's license.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. February 26