



Job title: Golf Club Locker Room Manager

Number of openings: 1

Location: Golf Shop

Duration of job: Seasonal

Starting date: June to October

Days worked: Wednesday-Sunday
8:00 AM – 4:30 PM

Golf Course Events: As scheduled

Supervisor: Head Golf Professional

Pay rate: \$17-\$19/hr.

Benefits – Holiday Bonus, 401k plan, Educational Scholarship, Dining and Retail discounts, and use of Golf and Lake amenities.

Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:

- Friendly and outgoing personality
- Effective communication and organizational skills
- Possess skills and experience in shoe polishing, cleaning, and repair
- Responsible for maintaining a professional and organized locker room. This includes general housekeeping duties to keep the locker rooms clean, safe, well organized, and stocked with amenities
- Must be able to stand for long periods of time (6-10 hours)
- Greets guests and assures that member satisfaction standards are consistently attained
- Maintains a list of occupied lockers; provides a billing list to the accounting office
- Adhere to appearance standards as described in the employee manual
- Completes other appropriate assignments made by the General Manager

Minimum skills, experience, education, and ability required for this job:

- Efficient, detail oriented, self-motivated, and able to take direction to complete tasks
- Professional and well-groomed appearance and adhere to the dress code and uniform policies
- Possess an outgoing, friendly, and professional personality, be able to communicate clearly and be patient and courteous with members, guests, and co-workers

Miscellaneous information:

- This is a non-exempt position