



Forest Preserve District of DuPage County JOB DESCRIPTION

Job Title: Seasonal Golf Service Attendant Ent

Job Code: 0050

Business Unit: Business Enterprises

FLSA Status: Non-Exempt

Manager Title: Golf Services Supervisor

Last Date Reviewed: September 24, 2018

Job Purpose

This position assists in the functions and activities related to Golf Services.

Essential Duties and Responsibilities

The District operates multiple locations, Maple Meadows in Wood Dale, The Preserve at Oak Meadows in Addison and Green Meadows in Westmont. Depending on business needs, work may involve assignments or responsibilities at other golf courses or facilities within the District.

- Greet and service customers, coordinate flow of golf play, identify and report potential problems, replenish ice water coolers on the golf course, and setup for golf events
- Verify receipts, organize and start golfers, maintain a ledger of golfers, and enforce facility policies
- Walk between cart storage and staging areas to prepare golf carts for customer rental. Attend to cart fleet tasks including washing, gassing, emptying garbage, changing flat tires, and reporting damage
- Attend to the practice area, including the retrieval of range balls and empty baskets from practice area, cleaning practice range balls, and restocking the ball dispenser
- Keep golf equipment and premises clean. Perform custodial and basic maintenance functions. Clean, sanitize, and deodorize restrooms and replenish supplies, vacuum floors, and remove trash
- May be responsible for the opening and closing of the cart storage area including securing doors, locking up premises, and activating the alarm
- Perform other duties as assigned.

Education and Experience Required

Additional Information: Must be 18 years of age or older at time of hire; possession of a valid driver's license.

Requirements: One (1) year experience in customer service environment or equivalent combination of training and experience.

Preferred Candidate: Available 25-30 hours per week during the golf season.

Physical Demands: Ability to stand and walk for the length of a shift
Ability to lift/move a minimum of 40 lbs. or more
Ability to transport carts and walk between cart storage and staging areas

Work Environment: Indoors and outdoors in all types of weather conditions in a golf facility setting

Hours: March 15 – November 15, 2020; Actual schedule of work is on an as-needed basis. Scheduled days and hours may vary and pause from time to time, or recur at regular intervals based on events and business operation needs. Scheduled days may include weekends and holidays, based on customer traffic and business needs.

Special training or other license, certification, etc.: CPR/1st Aid; must have a valid Driver's License.

Onboarding/Training Requirements: Criminal Background Check
Driver's License Check
National Sex Offender Registry Check
CPR/1st Aid Training

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.	X	100 lbs.		Over 100 lbs.	
Frequency	Small		10 lbs.	X	25 lbs.		50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Ability to bend and lift/move items weighing up to 50 lbs. Ability to walk up and down stairs with items weighing up to 25 lbs. Work performed indoors and outdoors in all types of weather conditions in a golf setting. Must be able to stand for the length of the shift.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye protection, hand and foot protection,

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.