

Golf Course - Clubhouse



Starting Date

Weather Dependent – April 1-30, 2021

Duties

Clubhouse staff shall facilitate a positive golfing experience for all patrons. The job duties include but are not limited to the following:

1. General operation of the clubhouse
2. Assist in tournaments, events, and league play
3. Gain a sound understanding of the point of sales software
4. Perform a daily reconciliation for occurred transactions
5. Maintenance and safety of all clubhouse equipment and amenities
6. Responsible for outside duties which include
 - a. Supervision of first tee and play on the golf course
 - b. Organization, maintenance, and regulating use of power carts
 - c. Management of the driving range
7. All other responsibilities and duties that may be assigned

Qualifications

1. Possess good public relations and communication skills;
2. Must be an honest, accountable, team playing individual
3. Ability to work with minimal supervision
4. Appropriate grooming and dress standards will be required by successful applicants
5. Cashier and retail experience are an asset
6. Receive direction well

Hours

6 Positions – (30-40) hours per week

2 Positions - Part time (hours can be increased in summer)

Both positions will be required to work on some weekends and holidays

Application Deadline

March 19, 2021

Cover Letter & Resume:

Paul Hemstreet

Lee Creek Golf Manager

Town of Cardston

Box 280

Cardston AB, T0K 0K0

Paul@golfleecreek.com Golf Course - Grounds