



Seeking applications for the position of:
Golf Course Clubhouse Attendant (Part Time)

Open Date: November 6, 2024 Closing Date: Open until filled
Rate of pay: \$15 per hour, limited to 19.5 hours per week

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Some general clubhouse experience performing clerical and custodial duties

General Statement of Duties: Under the direct supervision of the Desert Canyon Golf Course Operations Manager, this position will perform a variety of general clubhouse duties. They will take payments and operate a point-of-sale system, schedule tee times, answer telephone inquiries, check-in golfers, clean golf carts, clean and maintain the clubhouse, run nightly cash and sales reports, and provide customer service. This is a part time position with no benefits afforded. Work hours are capped at 19.5 per week on will primarily work on weekends.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Point-of-sale systems
- Golf course rules and regulations
- Effective communication skills

Ability to:

- Perform cash handling
- Operate a personal computer and use Office programs including Word and Excel
- Provide and maintain a high standard of customer service
- Handle multiple tasks

Other Requirements:

All candidates are required to pass the following to be considered for the above position:

- Ability to pass a background check and pre-employment drug/alcohol test

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to HR@mountain-home.us. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.