

JOB ANNOUNCEMENT
City of Treasure Island, Florida

JOB TITLE: CLUBHOUSE ATTENDANT – PART TIME (25 HOURS PER WEEK)
VACANCY DATE: FEBRUARY 20, 2019
SALARY: \$10.93 - \$16.00
CLOSING DATE: MARCH 31, 2019
DEPARTMENT: RECREATION
GRADE: 2
BENEFITS: HOLIDAY, SICK, AND VACATION PAY

GENERAL DESCRIPTION:

Responsible for monitoring clubhouse use and activities, general light housekeeping, and inside sales duties at Treasure Bay Golf and Tennis facility. Routine customer service in working with the general public in providing services, addressing questions/concerns and assimilating information. Serves as initial point of contact for citizens/customers on behalf of the Treasure Bay Golf and Tennis facility.

Work is performed with some independence in carrying out duties in accord with established policies, rules, procedures and programs. Position reports to Crew Chief.

ESSENTIAL JOB FUNCTIONS:

1. Effectively interact with the public. Performs cheerful and excellent customer service to the public upon arrival at Treasure Bay in person, via telephone and e-mail.
2. Concessions, sales and cashiering duties.
3. Performs merchandising duties including the stocking, price labeling, selling and displaying of all clubhouse merchandise and vending supplies.
4. Explains facility and/or City policies and procedures and applicable rules and regulations to the public via personal contact, telephone conversation, or written correspondence when needed
5. Explain rates and fees as outlined in the City's Fee Schedule as it pertains to rentals, golf/tennis fees and merchandise
6. Receive payments and tender receipts and provide cashiering
7. Responsible for the balancing of daily cash drawers and maintaining accurate records of all daily play activities, programs and clinics.
8. Takes daily court and class reservations.
9. Enforces safety and other rules and regulations of the center.
10. Performs daily light housekeeping duties of the clubhouse, which includes, but is not be limited to, emptying trash receptacles, sweeping, mopping and vacuuming floors, wiping down tables, chairs and other furnishings, replenishing toilet paper and hand towels as needed, and other assigned tasks.
11. Responsible for securing and locking the facility at the end of each nightly shift.

12. Provide general assistance and support for assigned recreation programs and activities; organize and supervise a variety of activities at various types of sites recognizing the basic needs of those involved.
13. Performs related work as required and assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to enforce rules, regulations and policies with tact, firmness and impartiality and to resolve problems or concerns.
- Ability to deal with people effectively, courteously and enthusiastically.
- Must possess excellent customer service skills and be able to establish and maintain good customer relations.
- Ability to establish and maintain effective and congenial working relationships with other employees.
- Requires some knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Ability to understand and follow simple, oral and written instructions, and to communicate clearly and concisely.
- Ability to learn new tasks.
- Must possess some knowledge of computer and Point of Sale (POS) systems.
- Sufficient physical strength and agility to perform assigned tasks.
- Ability to comply with work schedules.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or equivalent,

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)