

TRAVERSE CITY GOLF & COUNTRY CLUB
1725 S Union St, Traverse City, MI 49684
(231) 947-9140

Company Name:	Location:
Traverse City Golf & Country Club	Traverse City, MI
Position Title:	Position Reports To:
Clubhouse Housekeeping	Facility Manager
Positions Supervised:	Exemption Status:
N/A	Part time 5:15am – 10am

Position Purpose:		
To clean and maintain all clubhouse facilities & equipment.		
Activities:* (1 = Most Important, 5 = Least Important)	Competencies:	% of Time:**
(1) Housekeeping	Attention to detail, Independence, Accountability	70%-80%
(2) General & Preventive Maintenance	Initiative, Problem solving, Decision Making/Judgment	5%-10%
(3) Assist with projects	Interpersonal skills, Integrity, Member focus, Self awareness	5%-10%
(4) Event set up	Organizational Skills, Planning & executing, Team player	5%-10%
(5) Assist in Clubhouse Daily operations	Flexible, Resourceful,	5-10%
Total:		85%-125%

(1) Other Success Factors:	
1. Team Player 2. Fast Learner 3. Service oriented	4. Initiative 5. Integrity
(2) Minimum Educational Qualifications:	(3) Preferred Educational Qualifications:
High School Diploma	Vocational Training
(4) Minimum Experience:	(5) Preferred Experience:
Housekeeping Experience	Customer service experience
(6) Equipment and Tools Used:	(7) Physical Demands:
Carpet Cleaning Equipment	Handling Equipment Light Lifting
(8) Working Environment:	(9) Other Requirements:
Indoors & Outdoors	Work Early Mornings Work Weekends

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential activities.

*Disclaimer: The list of activities, qualifications and equipment is not exhaustive but is merely an example of the list for the current position. Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of the position warrants (i.e. emergencies, changes in personnel, workload or technical development).

**The percentage of time is an average of the position activities and can vary from location to location and shift to shift.

I have read and understand this position description. I also understand these are the criteria against which I will be evaluated.

Employee Name:	Employee Signature:	Date:
Supervisor Name:	Supervisor Signature:	Date:

Revision Date: January 1

TASKS TO SUPPORT POSITION ACTIVITIES

1. Position Activity #1—Daily Housekeeping

Tasks:

- **Cleaning Locker rooms, Bathrooms, Fitness Areas**
- **Cleaning Dining areas, Carpet, Furniture, Glass**
- **Stocking & Monitoring Supplies & Amenities**

2. Position Activity #2—General & Preventative Maintenance

Tasks:

- **Recognizing maintenance needs**
- **Carpet cleaning**
- **Cleaning other equipment, ice machines etc.**

3. Position Activity #3—Assist with projects

Tasks:

- **Assist facility manager on projects**
- **Provide excellent service to the members**

4. Position Activity #4—Event set up

Tasks:

- **Assist in setting tables & chairs for events**
- **Assist kitchen & dining staff for events if needed**

5. Position Activity #5—Assist in daily clubhouse operations

Tasks:

- **Assist office staff**
- **Assist other managers as needed**