

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 Maintenance Locker Rm. Attendant	Facility Manager
Positions Supervised:	Exemption Status:
N/A	Full time

Position Purpose:		
To clean and maintain all clubhouse facilities & equipment. Locker room attendant to focus on member service, maintain locker room and shoe service area.		
Activities:* (1 = Most Important, 5 = Least Important)	Competencies:	% of Time:**
(1) Housekeeping and Maintenance.	Attention to detail, Independence, Accountability	35-40%
(2) General & Preventive Maintenance	Initiative, Problem solving, Decision Making/Judgment	25-30%
(3) Locker room attendant	Interpersonal skills, Integrity, Member focus, Self awareness	20-25%
(4) Event set up	Organizational Skills, Planning & executing, Team player	5-10%
(5) Assist in Clubhouse Daily operations	Flexible, Resourceful,	5-10%
Total:		85%-115%

(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:
Janitorial Experience Construction Experience	Customer service experience
(6) Equipment and Tools Used:	(7) Physical Demands:
Carpet Cleaning Equipment Outdoor Maintenance Equipment Hand tools	Handling Equipment Light Lifting Erecting Tents
(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, Glass, Wood, Carpet**
- **Stocking & Monitoring Supplies & Amenities**

2. Position Activity #2—General & Preventative Maintenance

Tasks:

- **Recognizing maintenance needs**
- **Carpet cleaning, Repairs, Painting**
- **Service all refrigeration units and HVAC units**
- **Maintain Exterior of Clubhouse**

3. Position Activity #3—Locker Room Attendant

Tasks:

- **Maintain Shoe room & supplies**
- **Maintain Locker room supplies & amenities**
- **Clean shoes & change spikes**
- **Provide excellent service to the members**

4. Position Activity #4—Event set up

Tasks:

- **Assist in setting tables & chairs for events**
- **Set up dance floor, staging, tents for events**
- **Assist kitchen & dining staff for events**

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

Tasks:

- **Assist office staff**
- **Run errands for deposits, mail, supplies**
- **Assist other managers as needed**