



Job Description – Men’s Locker Room Attendant – Seasonal Position

Reporting Relationships

Position Reports to: Clubhouse Manager

Definition

To provide all members and invited guests at the Hamilton Golf and Country Club with excellent service and maintain the locker room area to the highest possible standards.

Essential Functions for the Men’s Locker Room

1. Spread hospitality and goodwill amongst all members and guests.
2. Keep entire locker room area in a neat and orderly manner at all times.
3. Communicate with Pro Shop on a regular basis for updates and changes to daily play.
4. Prepare all members’ and guests’ lockers on a daily basis; clean and prepare name allocations for guest lockers.
5. Escort all guests to their designated locker.
6. Change members and guests spikes when requested;
7. Assist Clubhouse Maintenance in event set up/takedown
8. Keep towels in full supply and work together with laundry room for towel drop-off and pick-up.
9. Receive special orders, alterations and other merchandise from Pro Shop and place in member’s lockers.
10. Maintain membership information board to ensure it is kept up-to-date.
11. Keep work area neat and clean at all times.
12. Clean and polish all dress shoes and clean all golf shoes.

Required Knowledge and Abilities

- Background experience in customer service
- Problem solving and decision making abilities
- Food and Beverage experience
- Smart Serve Certificate
- Ability to lift up to 35 lbs.
- Will be required to work on a shift basis, including days, weekends, evenings and holidays when necessary during the months of May through October
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to establish and maintain effective working relationships with other employees and general public

Qualified applicants are to attach their resumes and send to hr@hgcc.ca