



Summer Clubhouse Attendant

Job Title: Clubhouse Attendant

Job Summary:

Neskowin Beach Golf Course (NBGC) is a 501(c)3 charitable non profit which promotes accessible recreational golf and ancillary facilities for people of all social strata in the Neskowin area and Tillamook County more broadly.

This is a seasonal position. It can be full or part time. NBGC's operations are very weather and course condition dependent. Our season is generally from Memorial day until late September.

The Clubhouse Attendant assists in the day to day operations of the clubhouse, golf activities and social events. They will strive for excellent customer service to members and guests. They will represent Neskowin Beach Golf Course in the Community and promote Neskowin Beach Golf Course as a golf and social destination.

Job Duties:

- Maintains effective clubhouse operations, including opening and closing procedures, monitoring players pace on golf course
- Opens and closes the Clubhouse in accordance with posted procedures
- Works behind the counter with multiple responsibilities including answering the phone, taking tee times, checking in golfers, renting clubs and golf carts, processing golf fees and selling merchandise, snacks and beverages
- Monitors course activities and responds/reports when necessary to maintain pace of play or course decorum
- Maintain professional appearance
- Always exhibit professional behavior while creating exceptional service
- Event Management – assist in planning tournaments, events, set up and tear down, provide service during events
- Maintenance & Cleaning – cleaning inside the clubhouse, cleaning tables and chairs outside the clubhouse and daily trash disposal.
- Operates and cleans golf carts

- Other duties as required by the clubhouse manager

Qualifications:

- Prefer previous experience with hospitality, customer service, or golf course operations
- Must be able to bend, stretch and lift to 50 lbs.
- Must be able to stand for extended periods of time
- Be a team player and display your personality to bring a fun engaging culture.

Job Requirements:

- This is a full-time or part-time position
- Must be authorized to work in the United States
- Must be able to read, write and speak English
- Must have a strong passion for assisting guests
- Must be able to work well under pressure in fast paced environment
- Must be able to accurately follow instructions, both verbally and written
- Must be highly detail orientated
- Must possess excellent communication skills
- Must be professional in appearance and demeanor
- Must always ensure a teamwork environment
- Must be able to obtain an Oregon Alcohol Servers Permit
- Obtain CPR certification and food handlers permit - NBGC will pay the fee
- Ability to work a flexible schedule to include evenings, weekends, and holidays

Details & Duration

Mid May– Sept 30 timeline can be flexible based upon candidate

Compensation (\$18-\$21/hr) is based upon applicant's experience

Must be willing to work flexible hours, evenings, weekends, and holidays