

## GOLF ATTENDANT

The City of Carlsbad is accepting applications for the position of **Golf Attendant** at the Lake Carlsbad Municipal Golf Course. This position is part-time requiring flexible working hours including evenings, holidays and weekends. Responsible for performing unskilled or semi-skilled labor of routine difficulty in order to present a professional and positive image of the Lake Carlsbad Golf Course while attending to the needs of the golfers.

Responsible for maintaining and organizing the fleet of golf carts at the Lake Carlsbad Golf Course. Ensure golf carts are clean, safe, and properly prepared with a pencil and scorecard.

Responsible for cleaning and maintaining the Lake Carlsbad Golf Course facility. Picks up trash in and around the facility. Retrieves and washes range balls for the next day of business.

Performs related work as needed. Other job duties as assigned.

Knowledge of the rules, regulations and etiquette of the game of golf. Ability to establish and maintain effective working relationship with staff and public. Ability to understand and follow oral and written instructions, rules, regulations, policies, procedures and guidelines.

Ability to work evenings, weekends, holidays, and on-call as needed.

Ability to lift and/or move items weighing up to 50 pounds. Ability to perform manual labor requiring physical exertion.

Ability to work outside for extended periods of time. Ability to perform tasks requiring manual dexterity. Skill in responding tactfully and courteously to customer inquiries and complaints.

Qualifications: Completion of high school or GED certificate. Must have six (6) months work experience dealing with the public. Previous golf course experience preferred. Must have an excellent work history to include dependability and stability.

Starting base hourly rate will be \$9.00. This position is part-time working up to 19.5 hours per week as needed.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications must be received no later than January 26, 2018.

EOE M/F/V/D

