Job Description

Job Title:	Outside Service Attendant	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	500
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; provides a variety of duties to support the clubhouse facility operation including assisting with golf cart cleaning, fueling, maintenance, and staging of the golf cart fleet; janitorial duties in and around the golf course and clubhouse; provides support to staff for tournament and junior clinic activities as needed.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs daily procedures for golf cart care; transports carts to staging area at the beginning of the day; cleans, details, fuels, restocks and stores carts at the end of the day. Reports damage to carts immediately upon inspection.
2. Provides on-course duties regarding slow play, cart path only restrictions, and provides support for tournaments and events. Provides support to the Junior Golf program and clinic as needed.
3. Assists staff in performing set up and clean-up for tournaments and league events, as required.
4. Provides custodial duties around the course, cart barn, clubhouse, parking lot, and staging area, including but not limited to: restrooms, vacuuming, straightening of inventory, emptying trash receptacles, cleaning shoe brushes, and grass or leaf removal in or around facilities.
5. Provides coverage or relief for golf course personnel when absent or when activity demands.
6. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Rules of play and general understanding of the game of golf; cash handling procedures, handling conflict or difficult members of the public; City and Department policies and procedures.

Skill in: Establishing and maintaining effective working relationships with other staff; providing positive customer service to the public; effectively resolving concerns or complaints.

Education: High school diploma or GED is preferred, however current students are encouraged to apply.

Experience: No previous work experience required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Must possess mobility to work in and around City buildings and facilities; operate a golf cart; operate a city vehicle; strength, stamina, and mobility to perform light to medium physical work; work in confined spaces and around machines; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Fieldwork requires frequent walking in and around the golf course facility; requires attention to detail to avoid hazards arising from working around an active golf course. Positions in this classification bend, stoop, kneel, and reach when cleaning. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures and cleaning chemicals.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be at least 16 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	