

CLUBHOUSE ATTENDANT CHECKLIST

- ☐ Schedules tee times.
- ☐ Receives fees for course play and cart rental.
- ☐ Provide customer assistance.
- ☐ Respond to questions and complaints.
- ☐ Clean the facility and grounds.
- ☐ Perform other duties as assigned or as the situation dictates within the scope of this classification.
- ☐ Must be able to work varied hours and days, including weekends and holidays.