



Job Description

Position: Clubhouse Attendant

Department: Golf Course/Recreation

Reports to: Town Manager/Rec Director/ Asst. GC Superintendent

Date: October 2026

Job Summary

Under the general management of the Town Manager, Assistant GC Superintendent and Recreational Director, the clubhouse attendant is responsible for entry level duties of the Round Mountain golf course while continuously aligning daily functions to reflect the town of Round Mountain values.

Please find the updated job description outlining the essential functions, qualifications, safety requirements, and core competencies for the position below:

Essential Functions

1. Assist on the golf course when needed.
2. Check in golfers and collect fees.
3. Schedule simulator times and collect fees.
4. Operate the POS system and manage clubhouse sales.
5. Wash, fuel, inspect, and check out golf carts before assigning them to golfers (noting any issues).
6. Maintain clubhouse cleanliness throughout the day and perform deep cleaning at the end of each shift.
7. Monitor inventory levels and notify management when supplies are running low.
8. Wear required proper protective equipment.
9. Comply with all company policies and procedures, including safety, environmental, confidentiality, and code

of conduct standards.

10. Meet or exceed established performance expectations.
11. Consistently exercise discretion and sound judgment.
12. Perform all duties safely without risk or harm to self or others.
13. Maintain punctuality and regular attendance.
14. Help train and develop other department personnel.
15. Perform other related functions under the direction of summer help and volunteers.

Qualifications and Skill Requirements

- Strong communication and interpersonal skills.
- Proficiency with PCs and relevant software (word processing, spreadsheets, databases, presentations).
- Excellent verbal, written, analytical, and persuasive skills to interact effectively with all staff and management levels.
- Ability to work independently and collaboratively within a team.
- Strong administrative, organizational, and technical writing skills.
- Must be at least 16 years old and legally authorized to work in the United States on a full-time basis.
- Valid driver's license required.

Health, Safety, and Environmental Requirements

- Adhere to all safety and environmental policies with a strong commitment to safe work practices.
- Wear required Personal Protective Equipment (PPE) at all times in operational areas.
- Remain alert to observe, correct, and report unsafe conditions.
- Follow all operating procedures and regulatory requirements.

Competencies

- Strategic Effectiveness: Develop and communicate clear strategies that drive sustainable value.
- External Engagement: Build and maintain relationships with external parties to strengthen competitive advantage.
- Business Focus: Apply commercial rigor and discipline to all decisions and customer interactions.
- TRM Culture: Demonstrate honesty, regular attendance, safety awareness, strong job performance, and positive interpersonal relationships.

Note: This job description outlines the major duties and responsibilities performed on a continuous basis and does not exclude other duties as assignments.