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Job Title: Seasonal Clubhouse Assistant

Reports to: Facilities Manager

### **Main Purpose:**

To be responsible for the delivery of key aspects of the facilities and services management activity within defined location(s), thereby ensuring the service delivery standard and customer requirements are met.

### **Key Accountabilities**

- Preparation and cleaning of facilities including ground and surrounding perimeter, to agreed standard.
- Moving, assembling and dismantling of equipment, furniture, displays, seating etc; as required.
- Preparation and cleaning of locker rooms, golf shoes and equipment and dealing with enquiries and providing general support to golfers.
- Routine maintenance of equipment and facilities.
- Overseeing and general safety and behaviour of the public, to prevent injury, misuse and damage to facilities and equipment.
- Taking bookings, dealing with enquires, handling cash, delivery and receipt of goods, maintaining proper records.
- Internal delivery/mail service for the Links.
- General security and safety of facilities and immediate surroundings.
- To understand and adhere the Trust's policy on Health and Safety and ensure that all duties performed are carried out with full regard to the safety of customers, visitors, contractors and other members of staff.
- Any other duties that may be required.

### **Knowledge and experience required**

- Accurate and efficient cash handling skills (essential).
- Competent administrative skills (essential).
- Keyboard skills – basic (essential).
- Previous maintenance and cleaning experience (desirable).
- A basic understanding of Health and Safety requirements within the workplace (desirable).
- Ability to use and maintain simple equipment (essential).

### **Personal qualities**

- Maintain a courteous and pleasant attitude towards staff, customers and visitors.
- Attention to detail.
- Work as part of a team or as an individual.
- Self-motivated and projecting a positive attitude to work.
- Communication skills.
- Flexible approach to work.
- Positive attitude to change.