



NOW HIRING

Outside Services Attendant Village Links of Glen Ellyn

www.villagelinksgolf.com

DESCRIPTION:

The Outside Services Attendant at the Village Links of Glen Ellyn is someone who is excited about providing outstanding guest services, is a problem solver with strong work ethic and leadership skills, and understands that guest satisfaction always takes priority, but that efficient operations make it possible.

The job duties of the Outside Services Attendant include, but are not limited to, cleaning and parking golf cars, picking up and filling driving range baskets, retrieving driving range balls, disposing of any waste and debris around the clubhouse and parking lot. Position reports to the Golf Services Supervisor on duty.

ESSENTIAL FUNCTIONS:

- Regularly engage guests to insure outstanding guest experience daily.
- Primary responsibility for the daily preparation and presentation of clean, safely functioning golf cars
- Collecting range balls, and providing Golf Shop with adequate number of clean bucketed balls for daily sale
- Assist with maintaining clean, well presented facilities, including Clubhouse surround, driving range, restrooms, and golf car storage area
- Assist management in miscellaneous other duties as directed

QUALIFICATION REQUIREMENTS:

- Must be at least sixteen (16) years of age.
- Ability to maintain a professional demeanor and communicate effectively with customers, employees, and the general public.
- Ability to perform basic mathematical calculations.
- Ability to operate various types of equipment – standard office equipment, including telephone, copier, computer and related software (e.g. MS Office Suite), and point of sale systems a plus.
- A valid driver's license a plus.

SALARY / BENEFITS:

Starting wages for this seasonal position is Illinois minimum wage, \$14.00 per hour, with any hours over 40 in a week earning time and a half.

HOW TO APPLY:

1. Interested candidates should submit their application and resume to Golf Operations Manager Trevor Hollowed at the Village Links Pro Shop.
2. Chosen candidates will be required to successfully pass a pre-employment criminal background check and reference check.
3. Several positions are available and will remain open until filled.

Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER