

# **The Club at New Seabury**

## **Locker Room Attendant**



**Position Title:** Locker Room Attendant

**Reports to (Position Title):** Director of Golf

### **Position Overview**

Oversees overall appearance of Men's and Women's Locker Rooms and Restrooms, provides shoe cleaning services and assists members and guests with all needs related to golf and locker room needs.

### **Essential Duties & Responsibilities:**

- Restocks all vanity supplies including tissue, toilet paper, towels, soap, shampoo, razors, and after-shave lotion.
- Performs personal services including shining shoes, re-gripping and adjusting golf shoe spikes.
- Maintains inventory of supplies and notifies Director of Golf of reorders and other needs.
- Issues lockers, keys, towels, etc., to members and guests as needed.
- Maintains a list of occupied lockers; provides a billing list to the Golf Shop Manager.
- Cleans and empties garbage cans and baskets.
- Attends staff meetings.
- Completes other assignments made by the Director of Golf
- Assists Sand Wedge staff with setup and breakdown of coffee and ladies day.

### **Knowledge, Skills & Abilities**

- Strong customer service skills with the ability to anticipate the needs of the customer.
- Able to maintain cleanliness and orderliness in locker room.
- Experience in cleaning, caring for and restoring athletic shoes and golf shoes.
- Knowledge of and ability to perform required role in emergency situations
- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.

### **Credentials & Experience**

- Minimum High School diploma or GED equivalent; some college preferred.
- Previous customer service experience.

Physical Demands:

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

	Amount of Time			
	Under 1/3	1/3 to 2/3	Over 2/3	N/A
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIFTING:	Amount of Time			
	Under 1/3	1/3 to 2/3	Over 2/3	N/A
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT:	Amount of Time			
	Under 1/3	1/3 to 2/3	Over 2/3	N/A
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Position Type/Expected Hours of Work

This is a part-time position. Days and regular hours of work vary with business needs. This position regularly requires long hours and frequent weekend work.

I have read my Job Description and understand the information contained herein. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with my job.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### For Human Resources Use Only

#### Supervisory/Functional Management Requirements – Check Only One Category Below

- ☐ None Does not provide work direction or supervision to others
- ☐ Lead/Supervisor Provides work direction, leadership, and training to a number of employees
- Directly supervises \_\_\_\_\_ (#of) employees
  - Indirectly supervises \_\_\_\_\_ (# of) employees
  - Supervises an area including: \_\_\_\_\_
- ☐ Manages a function without direct supervision of people (May have budget responsibility)
- ☐ Manages one group (supervises \_\_\_\_\_ (#of) people and has budget responsibility \_\_\_\_ (yes) ; \_\_\_\_ (no))
- ☐ Manages more than one group (supervises other managers & has budget responsibility)

FLSA Status: ☐ Exempt ☐ Non-Exempt ☐

EEO-1 Category: Executive/Senior Level Officials & Managers ☐ First/Mid Level Officials & Managers ☐ Professional ☐ Technician  
☐ Sales Worker ☐ Administrative Support ☐ Service Worker

Approved ☐ Date: