



Outside Services Attendant

Employer

City of Winfield
200 E. 9th Ave
Winfield KS 67156
620-221-5510

Job Description

CLASS TITLE: Outside Services Attendant

Department: Quail Ridge Clubhouse-Golf

Reports to: Head Golf Professional

Pay: 06-07 Hourly

PRIMARY OBJECTIVE OF POSTION:


Applicants must have strong customer service skills and actively seek to help others. Specific job duties will vary to assist in the overall daily operation of a municipal golf course.

ESSENTIAL DUTIES ARE:

- Greet guests with a positive attitude
- Handle complaints/grievances in a positive, professional, and effective manner
- Establish and maintain effective working relationships with other employees, superiors, other agencies, and the public
- Operate golf cars
- Wash and detail golf cars
- Basic routine maintenance of golf cars (will be trained)
- Basic housekeeping and lawn duties to keep facilities clean and professional in appearance
- Delivering jugs of water to specific areas on the golf course at opening and retrieving them at closing
- Driving range duties to include the delivery and retrieval of golf balls and washing, storing, and staging range balls
- Basic food handling at concession area
- Other duties as assigned

ESSENTIAL SKILLS & ATTRIBUTES:

- Active Listening- giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

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- Speaking - talking to others to convey information effectively
 - Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
 - Self Starter - accomplishes work with very little supervision

EXAMPLES, OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

Applicants must be at least 16 years of age and possess a valid Driver's License. No prior experience necessary.

- Ability to perform moderate physical work to include picking up and carrying 40 pounds.
- Ability to stand, walk, sit, climb, bend, crawl, kneel, twist, reach, and perform a variety of similar body movements.
- Ability to work in extreme weather conditions, including but not limited to, rain, heat, and wind
- Ability to follow oral and written instructions

Apply

Apply online at www.winfieldks.org/jobs IN ADDITION YOU MUST COMPLETE THE WONSCORE ASSESSMENT TO BE CONSIDERED FOR THIS POSITION: <https://apply.wonscore.io/SVQQGS/Winfield-City-Hall>