



**BISMARCK  
PARKS AND  
RECREATION  
DISTRICT**

## **JOB DESCRIPTION**

### **JOB INFORMATION**

<b>Title:</b>	Facility Attendant Part -Time - Hourly
<b>Classification:</b>	Part -Time Employee - Non-Exempt
<b>Salary Range:</b>	2018 Range Salary adjustments are determined on an annual basis by the Board of Park Commissioners
<b>Supervisor (s):</b>	Recreation Manager or Facility Specialist, Facility Supervisor

### **JOB SUMMARY**

To ensure the public is given prompt courteous service and ensure that procedures are followed for daily operations. Understand procedures for player check-in, player and group requirements, golf car regulations, range operations, range operations, mini links operations, dome operations, GEN Software - Tee Sheet and POS Management. Must have minimum understanding of golf course operations, retail experience, and communication skills.

### **RESPONSIBILITY/ACCOUNTABILITY**

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

Worker strives to understand procedures for player check-in, player and group requirements, golf car regulations, range operations, range operations, mini links operations, dome operations, GEN Software - Tee Sheet and POS Management. Must have minimum understanding of golf course operations, retail experience, and communication skills.

### **JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

### **ESSENTIAL FUNCTIONS**

Must have the ability to understand and enforce the rules and regulations set by the Bismarck Park District with firmness and tact. Understand, interpret and communicate policies, procedures and accepted standards of parks and recreation facility operation.

8/1/2018

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays and arriving to work on time and staying until end of shift.

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Responsible for till count at open, shift change, and closing counts.

Responsible for day to day operations of golf course, driving range (indoor and outdoor or both if present) and retail functions of facility.

Ability to establish and maintain positive and effective working relationships with facility staff, user groups, associations, and individuals.

Worker will assist individuals and groups as needed within the policies and procedures of the Bismarck Park District representing the Bismarck Park District in a positive manner at all times.

Maintain pertinent equipment and alert supervisor if any equipment used is showing any issues with proper daily functionality.

### **JOB SPECIFICATIONS**

Learn customer's name, assist customers in ways that make their experience on the golf course better anticipate needs, identify trends and be a part of solutions to issues that may arise.

Complete transactions for individuals, making correct change, communicating daily rules clearly and specific instructions to players based on weather, course conditions, and instructions from supervisors and maintenance staff.

Direct outside service staff, players assistance, and starters to assist in making essential functions of the operation to move as smoothly as possible during shifts.

Be efficient - help everyone as best as possible within public facility standards.

Keep outside area clean, keep range free from baskets, and pick up all range balls on upper level. Golf balls must be rented from golf shop.

Watch the 1st and 10th tees and alert outside staff when necessary to: pick range balls off of tee area - keep upper shelf free of golf balls.

### **OTHER DUTIES**

Ability to prepare written reports, including accident/incident reports and to report problems and repairs to proper person.

Requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.

### **WORKING CONDITIONS**

Staff uniforms are required during all shifts. Worker is responsible for personal neatness and attire.

8/1/2018

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily indoors. However, must be able to work in all weather conditions and is subject to frequent interruptions.

Monitor outside staff so that lesson areas clean, stocked with range balls, and have appropriate equipment available for lessons.