

Golf Attendant – Early Morning Shift (Seasonal, April–November)

Oak Hills Country Club – 9-Hole Course

We're looking for a reliable, energetic, and customer-focused Golf Attendant to join our team at our fun and fast-paced 9-hole golf course. This role is perfect for someone who enjoys early mornings, takes pride in being dependable, and thrives in a member-oriented environment. You'll be the first point of contact for our golfers and the person responsible for opening and preparing the facility each day.

Before You Apply

Please review these requirements carefully:

- **Must be available for a consistent 5:30 a.m. shift from April through November.** This is a seasonal role, but **not** a summer job for high school or college students.
- **Consistency is essential.** Long vacations (2+ weeks) during the season will disqualify applicants, as this position requires steady weekly coverage.
- **Reliability is non-negotiable.** You will be solely responsible for opening the facility. In the past eight years, we have never had a no-show or late arrival — we intend to keep it that way. We need someone exceptionally punctual and responsible.

Responsibilities

- Open the golf course and prepare the facility as early as **5:30 a.m.**
- Greet members and guests with a warm, professional, and welcoming attitude.
- Manage front desk operations, including answering a multi-line phone system and directing calls.
- Book tee times over the phone.
- Handle cash and credit card transactions accurately.
- Perform light cleaning, restocking, and general upkeep of the clubhouse area.

Skills & Qualifications

- Strong computer literacy (training on our system will be provided).
- Excellent customer service and communication skills.
- Professional phone etiquette.
- Ability to multitask and stay organized in a busy environment.
- Dependable, self-motivated, and comfortable working independently.

Benefits

- **Free golf** at our facility.
- **Cash tips** in addition to hourly pay.

Compensation & Schedule

- **\$15 per hour + tips/gratuity**
- **2–3 shifts per week, typically 5:30 a.m. – 10:30 a.m.**

How to Apply

Please email your resume — including relevant experience and your availability — to jim@oakhills.com.