

San Antonio Country Club

DEPARTMENT: The Ladies Locker Room
JOB TITLE: Locker Room Attendant
REPORTS TO: Sandy Mixon (Supervisor)

QUALIFICATIONS: Must be friendly and customer service oriented. Should have excellent organizational skills and ability to follow direction with minimal supervision. Must be honest, trustworthy and dependable.

WE OFFER: Great work environment with a 40-hour work week and uniforms provided and laundered. Paid benefits with full-time employment.

ROLE DESCRIPTION: All services in the Ladies Locker Room. The primary responsibilities will be to care for the card and locker rooms. All duties outlined below are essential to the success of the position. She must strive to provide the best possible atmosphere and service to our members. She must be highly visible and personable to all the members and their guests. Be flexible and willing to work in other departments when asked. Must be able to lift and carry trays. Bartending and service skills a plus.

DUTIES and RESPONSIBILITIES:

- Service all the F&B needs for the Ladies Card Room.
- Be fully versed in the Jonas Computer system for F&B orders as well as Cedar Creek for requisitions.
- Greet the members and their guest in a friendly manner at all time. First impressions are the KEY to success, introduce yourself to the membership and ask how you may be of service to them.
- Maintain the Ladies Locker Room in an orderly fashion, to include tables, chairs, supplies, and equipment.
- Keep the food, beverage, and dishware clean, and stocked. This to include pantry items, liquor, and miscellaneous items.
- Aide in keeping the Powder Room cabinet's clean, towels and toiletries stocked, and organized.
- Report all repairs and maintenance problems to your Supervisor.
- Perform all other duties as requested by your Supervisor and the Club Manager