



JOB DESCRIPTION

Position: Part Time Clerk

FLSA Status: Non Exempt

Effective Date: 3/7/2018

GENERAL PURPOSE

Under supervision from the General Manager, the Part Time Clerk's primary responsibilities are record keeping and reconciliation of deposits. General clerical and other tasks are required, including copying and filing.

ESSENTIAL FUNCTIONS:

This individual performs all other duties as assigned. This position reports to the General Manager.

Some other normal tasks, duties and responsibilities of this position include:

- Format and file contracts for golf outings and banquet facility rentals
- Respond to communication from customers and potential customers in person or via phone calls or emails
- Upkeep a neat and orderly filing system for all contracts, documents, invoices and all other paperwork
- Communication and follow up with vendors, caterers, and services
- Obtain copies of business licenses for single use caterers
- Obtain tax exemption documents from all non profit customers
- Weekly/daily reconciliation of deposits for Glenwoodie Golf Course and Banquet Facility
- Record keeping for all golf course and banquet facility revenue

MINIMUM QUALIFICATIONS

1. High school diploma
2. Ability to provide legible communication
3. Ability to focus attention on details, speed and accuracy.
4. Ability to work with minimal supervision
5. Microsoft programs, Word, Excel, Outlook and Power Point

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Glenwoodie Golf Course and Banquet Facility may be a busy work environment. The clerk may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of management, customers, and clients. The clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The noise level in the work environment is moderately quiet.

Equipment

Phone Computer Copier

Department/Division Approved By: _____ Date: _____

Employee's Signature: _____ Date: _____