



## JOB DESCRIPTION

### Golf Intern

#### RESPONSIBILITIES:

- Job duties may include but are not limited to any or all of the following depending on which facility you are assigned to at any given time.
- Under the direct supervision of the Operations Director, assist in tournament operations.
- Assist in scheduling of Par III Golf Shop Attendants.
- Serve the public in a courteous manner.
- Complete the daily duties assigned to each facility and any other duties assigned to you by your supervisor.
- Operates computer with facility management software and a cash drawer.
- Maintain the cleanliness and safety of assigned areas. Sweeping, washing dishes, mopping, picking up trash, etc. Checklist must be completed.
- Preparation of food.

#### QUALIFICATIONS:

- Must be 18 years of age or older
- Must be able to provide own transportation to work.
- Must be able to work flexible hours. A work shift may fall anywhere between 7am to 11 pm, weekdays or weekends.
- Must be able to handle and count cash.
- Must be able to complete CPR/AED and First Aid training course.
- Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work.
- Must successfully complete a Department of Health training course to obtain a food handlers card.