



Part-time Country Club Attendants

Deerwood Country Club and Community, Jacksonville, FL 32256

JOB SUMMARY

To ensure a pleasant experience for our Members and their guests by adhering and performing according to Deerwood standards. This job is a perfect opportunity for **retired** individuals who enjoy working with people and children. Yes, you will be punching the clock. Making money. Having fun, but you've still got plenty of time to enjoy retirement and play **FREE GOLF**.

JOB DESCRIPTION

Deerwood Country Club is looking to schedule part-time, on call and as needed front desk attendants that will float between three areas Fitness, Tennis, Kids Club and Receptionist. The average work day shift will be four hours. He/she provides extraordinary quality, professionalism and service to our guests, works harmoniously and professionally with co-workers in all facets.

SPECIAL SKILLS:

Good oral communication skills; strong work ethic a must. The most qualified individual for this role will thrive in a hospitality environment and be highly focused on providing superior service to both current and prospective members.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Be punctual at all times and arrive to work on time, consistently
- Must be able to work a flexible schedule, which may include weekends and holidays
- Clothing must be in proper professional upon entering the property
- Greeting & Assisting Members and Guests
- Answering phones and transferring calls to the correct departments
- Keep Fitness Floor area neat, clean, and orderly.
- Keep Tennis shop and outside tables neat, clean and orderly
- Keep the Kid's Club clean, organized, and safe for the children
- Watch, entertain, and provide a safe environment for the children of the members while their parents are working out, at the pools, at the club house, or out playing golf or tennis
- Assisting office personnel with various projects
- Data entry
- Labeling and stuffing envelopes for membership and marketing mailings

- Greet members by name

FACILITY OPERATING HOURS:

- Fitness: 4:45 a.m. Monday- Friday / 7:45 a.m. Saturday and Sunday. Closing varies: 6:00 to 8:30 p.m.
- Tennis: 8:15 a.m. Monday – Saturday / 10:45 a.m. on Sunday. Closing varies: 3:00 to 7:00 p.m.
- Kids Club: 7:45 a.m. and 1:15 p.m. Monday – Saturday. Closing varies: 4:00 to 9:00 p.m.
- Hostess: 5:00 -8:00 p.m. Wednesday – Saturday / 10:30 – 1:30 p.m. Sunday.
- Receptionist: Clerical, as needed.
- Other duties as deemed necessary

BENEFITS

The following benefits are offered to our full-time staff:

- Employee Meal
- Employee Referral Program
- Golf Privileges

RATE:

\$8.46 to \$10.00 per hour

APPLY:

Please submit your application and resume at www.deerwoodclub.com under "Employment" or email to areiley@deerwoodcounryclub.com

Applicant must satisfy a criminal background check and drug screen.