



Locker Room Attendant Job Description

Job Title: Locker Room Attendant	Status: Full-Time, 8-4pm Wed-Sun.
Supervisor: Head Golf Professional	Classification: Non-Exempt
Department: Golf Shop	Revised: July 2023

Summary/Position Overview:

The Locker Room Attendant will work in the Men's or Women's Locker Room. At some point during their employment this position will be required to assist other departments. The Locker Room Attendant requires a person with a service-oriented personality and is expected to exceed member service expectations in all areas. This person must be flexible in meeting the varying scheduling needs of the club and may be required to work additional hours than scheduled, if necessary. The Locker Room Attendant must be neat and well-groomed in accordance with the Club's standards. This position requires a highly self-motivated individual who can work with minimal supervision and interact with members in a professional and friendly manner.

Primary Responsibilities:

- Greet guests upon arrival to Quixote Club.
- Ensure the cleanliness and proper presentation of locker rooms for members and their guests.
- Be friendly and courteous to all members, guests, and fellow employees.
- Review the tee sheets for the day and print member and guest tags for locker room.
- Laundry duties (washing and pressing linen).
- Janitorial maintenance of the entire locker room facility, ensuring cleanliness and proper presentation.
- Maintain updated list of lockers.
- Keep inventory of towels, toiletries, and paper supplies and return supplies and equipment to proper place. Keep attendant room, back stock of linens, and amenities organized.
- Maintain a high level of shoe-shining service for the members and guests. Other services include changing golf spikes and re-gripping golf clubs.
- Receive and comply with all member requests in a professional and prompt manner.
- Report any facility problems to supervisor as soon as possible.

Knowledge, Skills and Abilities:

- Be able to provide excellent customer service to members and guests.
- Must be organized.
- Must be a team player and have a pleasant personality.
- Must be flexible and willing to learn.

Education:

- Prior experience in a service/hospitality organization is preferable.
- Must be 18 years old.



Quixote Club
875 Pinewood Road
Sumter, SC 29154
803.775.5541