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Miniature Golf Staff

JOB: Full/Part-Time, Seasonal (Non-Exempt)

DEPARTMENT: Programming, Recreation

REPORTS TO: Recreation Manager and Miniature Golf Supervisor

SUMMARY: The Miniature Golf Staff is responsible for the daily operation of miniature golf activities. Must be available to work from mid-May to Labor Day and is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Monitor the use of the miniature golf equipment and activities
- Ensure the safety of golfers, staff and equipment
- Maintain the cleanliness of facility and greens
- Manage cash drawer and reconcile daily
- Follow daily deposit procedures
- Follow all Lakeside Chautauqua rules and regulations
- Provide an inventory of all equipment
- Organize daily group games
- Ensure customer relations and satisfaction are of highest priority

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: A responsible high school student/graduate or its equivalent.

LANGUAGE SKILLS: The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. 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 essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date