

# Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

## Golf Course Aide

Position Classification I; \$12.00-\$12.38 per hour; Part-time



### THE POSITION

Under general supervision of the Golf Coordinator, this position provides optimal customer service, anticipates and fulfills customer needs in a variety of responsibilities as assigned, which include but are not limited to working in Cart Barn, Driving Range, and/or Course Play (Ranger).

### EXAMPLE OF DUTIES

- Interacts with guest and staff in a polite, cordial manner, assisting in whatever way to ensure quality service and an enjoyable golfing experience
- Maintains friendly appearance; greet customers with a smile.
- Ensures clothing is clean, pressed, in good condition and overall attire/appearance meets dress code guidelines.
- Maintains cleanliness of work area.
- Keeps Supervisor promptly and fully informed with calendar of event and all problems or unusual matters of significance.

Driving Range – sample tasks include:

- Attend range throughout the day maintaining cleanliness.
- Pick up and break down range.
- Cart Barn – sample tasks include:
  - Stage golf carts
  - Maintain staging area
  - Cleans and maintains golf carts and cart barn area.
  - Carries out starting and marshalling duties.

### MINIMUM QUALIFICATIONS

- 15 Years of age or older.
- Must be able to obtain a work permit if under the age of 18.
- Possess a valid driver's license

### KNOWLEDGE AND ABILITIES

- Ability to physically lift and carry golf balls and range ball cases.
- Ability to operate golf carts.
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal and communication skills.
- Must demonstrate attendance reliability.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

### IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application and email to [calj@haywardrec.org](mailto:calj@haywardrec.org)
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Applications can be picked up and delivered to:

H.A.R.D.  
1099 "E" Street  
Hayward, CA 94541  
Or  
Email:  
[calj@haywardrec.org](mailto:calj@haywardrec.org)

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- Possession of a valid Driver's License
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER  
FOR MORE INFORMATION OR TO APPLY (510) 881-6700 OR [WWW.HAYWARDREC.ORG](http://WWW.HAYWARDREC.ORG)