



Clubhouse Custodian

Oakfield Golf and Country Club is an 18 Hole Championship golf course located in Enfield, Nova Scotia. Oakfield GCC was established in 1962 as an inclusive, welcoming and modern country club. The course was originally designed by Robbie Robinson, a Stanley Thompson protégé. The course has since been renovated by Graham Cooke at the turn of the century. Oakfield GCC is a semi private golf club with a large membership, modern lifestyle and a member first approach to service.

Summary:

The Clubhouse Custodian will perform various functions in ensuring building environments are kept clean and safe for all members and guests.

Duties:

- Keep to cleaning schedules that are set-up by the Club, i.e. cleaning of windows, mopping floors, dusting, and sweeping.
- Empty trash bins on a regular basis.
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings.
- Re-stock materials like toilet paper and hand towels in the washrooms.
- Carry out extra cleaning duties as instructed by management.
- Make sure assigned cleaning tasks are executed in a timely and orderly manner.
- Work as part of a team to execute cleaning duties and to make sure that standards (of neatness/cleanliness) are maintained.
- Make reports to management concerning repairs that must be made (which have been noticed while carrying out daily duties).
- Prescribe appropriate cleaning materials and products needed for disinfecting and sanitizing the entire building according to the Club's standards.
- Always make proper cleaning logs and records that show areas of the building that have been cleaned; also design a cleaning schedule.
 - Monitor need for equipment maintenance and repair.
 - Prepares and sets up clubhouse for meetings, parties, or various other activities and cleans up afterwards.

Requirements:

- Positive attitude and excellent organizational, communication, and interpersonal skills.
- Ability to handle multiple duties under pressure.
- Ability to focus attention on member needs, remaining calm and courteous at all times.
- Ability to work flexible hours – weekends and evenings as required.
- Highly responsible & reliable.

Job Types: Full-time, Part-time

Salary: \$14.00 to \$16.00 /hour

Experience:

- hospitality: 1 year (Preferred)

All interested candidates are asked to forward their resume and cover letter to:

Oakfield Golf & Country Club
Attn: Clubhouse & Restaurant Manager
6055 Highway #2, Enfield NS, B2T 1C6
lauries@oakfield.ca

