



Member/ Guest Services Attendant

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 Member/ Guest Services Attendant will be responsible for providing high-levels of customer service to all club patrons by providing prompt service. The Member/ Guest Service Attendant will perform customer service duties in a friendly and professional manner at all times, and ensure that the members/ guests have an enjoyable experience.

Duties:

- Assist members & guests with their golf clubs.
- Assists with cleaning of members clubs after use.
- Be aware of daily activities and course rules and deliver to membership.
- Communicate special member requests.
- Ensure front entrance and work areas are clean and presentable at all times.
- Offer assistance to all members and provide them with requested information and directions.
- Daily and on-going set up of the driving range, including debris cleaning, bag or basket emptying, and straightening stall items.
- Set up and tear down Clinic, school, and group staging areas on the practice facility.
- Pick and wash the driving range golf balls, and fill up baskets for future use.
- Properly clean, maintain, and manage the power cart fleet.
- Comply with Oakfield health and safety legislation.
- Complete other duties as assigned by management.

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

Experience:

- Hospitality/customer service: 1 year (Preferred but not required)

Compensation

- Golf privileges and discounts
- Proshop and Food & Beverage discounts
- Wage: \$14 to \$16 per hour

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

Oakfield Golf & Country Club
Attn: Ryan Lelievre
6055 Highway #2, Enfield NS, B2T 1C6
rlievre@oakfield.ca