



8492 East Base Road, Greensburg, Indiana 47240  
812-663-6062 -phone | 812-662-6023-fax  
www.northbranchgc.com

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## **JOB DESCRIPTION**

- Position:** Clubhouse Attendant
- Type:** Part-Time with Flexible Hours, Part-Year
- Reports to:** Director of Golf, Assistant Director of Golf, Owners
- Description:** Attendant will be responsible for customer service in both the pro shop and bar areas of the clubhouse. General duties include bartending, golfer registration and fee collection, light cleaning, stocking supplies, answer phones, book tee times and other light labor duties as assigned by Director of Golf, Assistant Director of Golf, Owners.
- Requirements:** This position requires that applicant already holds, or is eligible to obtain, an Indiana Alcohol Employee Permit. A flexible schedule and willingness to be “on-call” is a must. A friendly demeanor and willingness to help others is required for this position. Ability to complete assigned tasks at own pace is required. Employee must also provide reliable transportation to and from work. Basic computer knowledge is required.
- Hours:** The hours for this position will vary, but will be in similar shifts:  
Day Shift 8:00 a.m. – 4:00 p.m. OR Night Shift 4:00 p.m. – 12:00 a.m.  
Hours may be added or subtracted depending on time of year, level of play, etc.
- Pay:** Pay is determined on qualifications, number of hours per week, and other criteria. Golf privileges are included with this position.
- Application Due:** The position is available as soon as possible; so if you’re interested do not hesitate.

**Applications are available in person at the Clubhouse, or online at [www.northbranchgc.com](http://www.northbranchgc.com)**

**Please send completed applications to:**

North Branch Golf Course  
8492 East Base Road  
Greensburg, IN 47240

-or-

Bring completed applications to the clubhouse at above address.