Belmont Starter House Attendant

Division/Department: Golf Operations
Reports To: Head Golf Professional
Classification and Position Type: Part Time/Hourly
Starting Pay Rate: $13.75/hr
Location: Belmont Golf Course, 1600 Hilliard Road, Richmond, VA 23228

Job Description

First Tee – Greater Richmond is looking for a dedicated and outgoing teammate focused on enhancing the inclusive culture of Belmont and ensuring the best experience for our patrons. Our mission is to provide a fun environment for each player to find their connection with the game, no matter their skill level or knowledge of golf.

The Starter House Attendant will have a vital role in sharing the Belmont story throughout the property, engaging with patrons, First Tee participants, and other guests to help them understand the property and maintaining the standards of a top-tier public facility. Above all, each teammate will convey First Tee's core values to accomplish our vision to strengthen the character of our community.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Deliver the highest level of customer service for all patrons.
- Greet patrons and check them in for their round.
- Complete other transactions such as range ball purchases, merchandise sales, food and beverage sales.
- Provide information to patrons about the facility, course conditions, special rules for the day, and First Tee - Greater Richmond and our mission.
- Maintain awareness of people using the facilities to ensure safe operations and educate patrons on proper usage when necessary. Field patron's questions and other feedback.
- Support other team members and departments as needed.

Job Requirements

- Positive and professional demeanor
- Willingness to work as part of a comprehensive and diverse team
- Must pass a background check and SafeSport Training
- Must be able to lift 50 pounds unassisted
- Ability to maintain a flexible schedule including weekends and evenings
- Must be 18 years of age or older
- Driver's License Required

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel objects, tools or controls; use fingers and hands to control a computer mouse, type or write; reach with hands and arms; talk and hear. The job's specific vision abilities include close vision, distance vision, color vision, and the ability to adjust focus. The employee must be able to lift 50 lbs. to shoulder height.

EEO Statement

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

To apply, please send a resume to Sterling Simmons III, PGA sterling@firstteerva.org