



JOB DESCRIPTION:

LOCKER ROOM ATTENDANT

(reviewed July 2011)

Job Title

Locker Room Attendant

Main Purpose of Job

To supervise and keep clean and tidy the area designated as locker rooms for both members and visitors.

Job Location

The Golf Club at

Responsibilities

To see that only members and visitors are present in the locker room and to report to the Clubhouse Manager any unauthorised persons observed within these premises. Also to place in a safe place any valuables unwittingly left behind by members or visitors.

Duties

To keep the area clean and tidy at all times, to ensure that adequate supplies of soaps, toilet rolls and towels are available and to see that stocks are maintained by informing the Clubhouse Manager of any deficiencies. See that all wc's, showers, taps, hand basins, electric lights and other equipment is working correctly and to report any failings to the Clubhouse Manager. All stock under your control must be kept locked up in the store/cupboards provided. To issue locker keys to visitors on payment of a £5 deposit and return this deposit on the safe return of the key. All lockers rented out must be recorded in the appropriate book provided.

Liaison

To keep contact with other members of staff including any cleaners employed for cleaning the locker rooms.