



2652 Vine Avenue  
Fairbank, IA 50629  
319.638.4653

- **Clubhouse Sales Attendant**

- **Key Responsibilities:**

- Accountable for all sales and money transactions made using POS System
    - Collect applicable fees from patrons as they arrive
    - Make or confirm various reservations and tee-times
    - Answer phone and emails
    - Serve alcoholic and non-alcoholic beverages & food
    - Keep work area clean and orderly during shift
    - Restock merchandise as needed
    - Assist Cook as needed when serving large group
    - Assist Clubhouse Manager as needed
    - Starting pay = \$6 per hour (adjust with experience and performance)

- **Qualifications:**

- Must be age 18 (to legally serve alcohol)
    - High school diploma or GED
    - Knowledge of using PC's (Microsoft Office, Windows, etc.)
    - Pleasant personality and willingness to serve people
    - Desire to learn & challenge yourself
    - MUST be dependable

- **Housekeeper**

- **Key Responsibilities**

- Clean entire clubhouse on daily basis, early morning or late evening
    - All Cleaning items provided by Wapsie Ridge
    - Pay Level is \$7.00 per hour
    - No Age Restriction

- **Cook**

- **Key Responsibilities**

- Cook various meals for large number of people using Wapsie Ridge clubhouse kitchen
    - Serve meals assisted by other clubhouse staff
    - Clean up (dishes in dishwasher, etc)
    - Flexible schedule – average 2-3 events per week
    - Menu & ingredients provided by Manager
    - Pay Level – TBD

- **Greens Keeper**

- Key Responsibilities

- Perform general mowing and landscaping using various mowers and some hand tools
    - Responsible for golf course grounds, clubhouse yard, driving range

- Minor service of equipment (oil levels, fuel, grease daily, clean air intakes systems, check blades, etc.)
- Monitor equipment for proper operation
- Cut new hole locations on greens daily
- Move Tee markers daily
- Refill fuel in power carts weekly
- Periodic maintenance of ball & club washers, draining & adding fluid, changing towels
- Pick range balls, clean range balls, restock range balls into clubhouse
- Assist Superintendent as needed and directed
- Desire to learn all phases of golf course & equipment operation and maintenance
- Pay level commensurate with experience and job performance (generally start at \$6+ per hour, with adjustment for experience and performance)
- Pay level can be higher if can provide higher level of equipment maintenance (sharpen blades, adjust mowing heights, change oil and filters, make general repairs, etc.)
- Must be age 16 or older
- Must be willing to work every other weekend during golf season and be flexible to work as schedule is impacted by weather & events
- Anyone who can work Spring (starting April) and Fall (into October) will be given hiring preference
- Start Date Negotiable