



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **Bunker Links Golf Position Vacancies**

The City of Galesburg seeks interested applicants to fill seasonal positions at Bunker Links, the City's municipal golf course. These temporary part-time positions will start between March 1 and June 1, 2019, and work up to a maximum of 1,000 hours. These positions are paid between \$8.25 and \$9.35 per hour.

#### **General Description of the Positions**

Golf Shop Personnel: Primary responsibilities include providing excellent customer service, taking reservations, renting golf carts, collecting green fees, sell shop merchandise and assist in coordinating special events. Shop personnel should be able to work day, night and weekend shifts and have the ability to supervise the outside staff. Need to have the ability to use basic office equipment like cash registers, telephones, computers and printers. The job also requires you to stand for long periods of time and occasionally lift and carry objects up to 25 pounds. Applicants must be at least 21 years of age.

Outside Service Attendant: Primary responsibilities include providing excellent customer service, daily staging and cleaning of the golf carts, maintaining the practice area by picking the range balls, cleaning the range balls and picking up range baskets. Must practice safe work habits at all times and comply with safety rules and regulations relating to the proper use of equipment. Applicants must be at least 16 years of age.

#### **Minimum Requirements**

A valid Illinois Driver's License or Permit is required. The successful applicant must be detail oriented, organized and efficient, a quick learner, diplomatic, calm, courteous and professional. Must possess the ability to:

- Read, write and understand the English language.
- Read, interpret and apply policies and procedures, and follow instructions.
- Comply with all safety rules and regulations.
- Establish and maintain positive relationships with the public and co-workers.
- Perform light to moderate physically demanding work in an outdoor environment.

#### **How to Apply**

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us) To receive full consideration, applications should be submitted as soon as possible. Recruitment will continue until all positions are filled.