

# Open Positions

Spring/Summer 2019

## **Poolside Server – Seasonal**

Brief Description of Duties:

1. Set up side station and performs assigned side work
2. Provides immediate attention to all members/guests upon seating
3. Waits on tables as per Lakeside procedure – ability to memorize food and beverage offerings and describe to patrons
4. Delivers food and beverages to tables
5. Checks back to ensure member/guest satisfaction; replenishes beverages as necessary
6. Keeps tables, dining room and bus station areas clean
7. Communicate well and effectively with patrons, management, and team members
8. Performs clean-up and closing duties as assigned by manager
9. Performs other duties as assigned

**Requirements:** Must be able to interact with the members and their guests in a professional and courteous manner; must be able to work on your feet up to 8 hours in a day; must be able to work outdoors up to 8 hours per day; and must be able to lift trays weighing up to 20 pounds to your shoulders constantly. TABC and Servsafe Food Handlers Certification required upon hiring. Must pass a menu test with a 90% or higher.

## **Event Server – Part-time**

Brief Description of Duties:

1. Set-up for events, which may include putting out linens and place settings, arranging table placement, setting up the buffet, etc.
2. Provides immediate attention to all guests upon seating
3. Ability to memorize food and beverage offerings and describe to patrons
4. Serve guests and maintain proper dining experience such as delivering items, fulfilling customer needs, removing courses, replenishing utensils, refilling glasses, bussing tables, etc.
5. Acts in a courteous and attentive manner to guests during events
6. Clean up after event conclusion, which may include breaking down tables, taking down linens, etc.
7. Communicate well and effectively with patrons, management, and team members
8. Performs other duties as assigned

**Requirements:** Good oral communication skills; ability to lift and carry food and dish trays; ability to interact well with members and guests; must be able to work a flexible schedule; professional demeanor and appearance; ability to work while on your feet for extended periods of time; ability to read and write in English, bilingual a plus. TABC and Servsafe Food Handlers Certification required upon hiring.

## **Lifeguard – Seasonal**

### Brief Description of Duties:

1. Safeguards and regulates conduct of pool patrons. Enforces policies, rules, and regulations. Rescues members and guests, and performs appropriate follow-up procedures, including the proper use of equipment in the performance of first aid.
2. Tests water quality in pool and maintains appropriate records. Assists in the proper maintenance and sanitary up keep of the pool and pool area.
3. Attends in-service training and instructs certain skills to staff. Conducts patron swimming test to assess ability to swim independently and unattended. Provides customer service to members and guests, including handling conflict and complaints, as necessary.
4. Performs work safely in accordance with department safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.
5. Monitors children at camp; and in non-aquatic areas.
6. Performs other duties as assigned

**Requirements:** Must possess a valid American Red Cross Lifeguarding Certificate and American Red Cross First Aid certificate. Must be certified in American Red Cross Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer or become certified within 30 days of employment. Good communication skills. Ability to interact well with members and guests. Strong focus on customer service. Ability to work as part of a team. Good collaborative skills. Strong attention to detail, being alert, especially when overseeing an area of the pool. Ability to interact well with children.

## **Front Gate Attendant – Part-time**

### Brief Description of Duties:

1. Greets members, guests, vendors, and staff and provides a positive first impression
2. Controls traffic and access to the Club
3. Log visitor information
4. Communicates with departments regarding visitors, deliveries, etc.
5. Monitors email and text messages
6. Answers phone calls (proper phone etiquette required)
7. Must be able to professionally interact with members, guests, and vendors

**Requirements:** Strong customer service skills required. Strong verbal and written communication skills required. Operational knowledge of MS Word, Excel and Outlook. Professional appearance required (tattoos must be covered or concealed, men must be clean shaven, etc.). Must be able to work a flexible schedule (evenings, weekends, holidays)

### **Outside Golf Services/Range Attendant – Part-time**

Brief Description of Duties:

1. Provide bag, cart, and range services to members and guests.
2. Transport range balls to each end of the range and fill appropriate containers
3. Place baskets and balls at evenly spaced intervals on the range
4. Other duties as assigned

This position is physically demanding and work is performed outdoors. Good customer service skills, communication skills, and a valid driver's license are required. Golf experience is desired but not required.

### **Golf Course/Landscape Maintenance – Full-time**

Brief Description of Duties:

1. Safely operates equipment such as mowers and weed eaters used for various course maintenance needs
2. Cleans machinery after each use and reports machinery/equipment problems to supervisor
3. Waters plants/clean beds
4. Cuts grass, weeds and bushes

Must be able to work outdoors in all weather conditions.

For any questions regarding open positions please call (281) 582-9252.

Applications and resumes may be turned back into the front gate or submitted via email to [apply@lakesidecc.com](mailto:apply@lakesidecc.com).

Applications are also available to be completed online at [www.lakesidecc.com](http://www.lakesidecc.com) under the “Employment” tab → click “application form” at the bottom left of the screen.