



## SLEEPY HOLLOW COUNTRY CLUB

---

LOCATION: Sleepy Hollow Country Club, Scarborough, New York  
DEPARTMENT: Operations  
**JOB TITLE: Locker Room Attendant**

---

REPORTS TO: Operations Manager  
COMPENSATION: Commensurate with experience, Non-Exempt status  
BENEFITS: Paid Time Off, Medical, Dental, Disability, Life, 401k

Position available: As soon as possible

---

### POSITION OBJECTIVES:

Create Memorable Experiences for our members, guests and each other. As a Men's Locker Room Attendant, you will be responsible for providing clean and orderly locker rooms for our members and their guests while ensuring that common areas are maintained and orderly. The ability to multi-task and handle requests quickly is essential in this role. Sleepy Hollow Country Club is looking for Team Members that create memorable experiences. Driven to continuously make a positive impact on the organization and believe that as a team we accomplish more.

The above list of essential job functions describes the general nature and level of work being performed in this job. It is not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.

### ESSENTIAL JOB FUNCTIONS:

- Embody Leadership role through impeccable line of conduct and crisp, professional appearance at all times, especially when interacting with members and staff
- Greet and welcome members and guests with a smile
- Maintain the locker room area to ensure a clean, orderly appearance of facility throughout the day
- Provide members with thoroughly cleaned and stocked locker room
- Responsible for maintaining and replenishing all inventory, tools and supplies
- Manage the allocation of daily locker usage

### **ESSENTIAL JOB FUNCTIONS - Continued:**

- Give all guests miscellaneous information that may help them learn about the Club
- Adhere to all SHCC Management Guidelines, Policies, & Procedures (including SHCC employee handbook and Mission statement)
- Carry out all reasonable requests made by management and in a timely fashion.
- Work schedule: Up to 60 hours per week over 5, 6 or sometimes 7 days as needed
- Available to work Weekends, Nights, Early AM shifts and Holidays.
- Welcome members and guests upon their arrival
- Remove all dirty towels and replace with clean ones, follow the designated bathroom towel layout
- Assist in maintaining the cleanliness of the laundry room
- Perform various reoccurring maintenance tasks
- Shine Shoes
- Clean bathrooms and showers
- Ensure daily cleaning and tasks do not interfere with member experience

### **JOB QUALIFICATION STANDARDS**

The following describes the general qualifications and physical, sensory and mental abilities normally associated with performing the essential functions of this position.

#### **Education and Experience:**

- At least one-year similar experience
- Excellent customer service skills with high level of professionalism
- Good organizational skills
- Previous experience in a country club or golf club setting preferred
- Previous experience preferred, but not required
- Must be at least 18 years of age
- Valid driver's license required High School or Greater

#### **Physical, sensory and motor demands:**

- Able to move fast and multi-task in a fast paced, high stress / pressure environment
- On feet frequently – up to 10-12 hours a day.
- Frequent Walking to collect or deliver goods in various areas
- Exerting up to 50 pounds of force often and / or up to 20 pounds of Force frequently, and / or up to 10 pounds of force constantly to move objects.