



Bude-Stratton Town Council

Job Description: Temporary Seasonal Part-time Pitch and Putt Assistant

Hourly rate: National minimum wage

Hours: Variable (*the facility will be open 7 days a week between 1st May and 30th September 2019*)

Place of work: The Pitch and Putt Facility, Summerleaze Downs, Bude

Main tasks:

- Cash handling, credit/debit card transactions, reconciliation of cash receipts and ensuring that cash is securely stored (as directed) prior to securing the Pitch and Putt building
- To hire out golf clubs, balls and other equipment
- To set out flags, signs
- To ensure that the Pitch and Putt facility is at all times clean and tidy
- To serve food, drinks and snacks as directed
- To serve customers in a timely, polite and courteous manner
- To receive and store deliveries of food and stock as directed and trained
- To carry out cleaning duties, striving for absolute cleanliness at all times
- To be constantly vigilant against all types of stock loss, i.e. waste, theft and breakage
- To maintain a high level of personal hygiene and appearance
- To deal with customer complaints and comments in a positive, calm and helpful manner and contact management as necessary
- To ensure the building is secured prior to leaving the premises
- The post holder may be subject to a Disclosure and Barring service (formerly CRB) check

Please note: This appointment is subject to a 1 month probationary period

Person Specification – Seasonal Temporary Part-time Pitch and Putt Assistant

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge and Skills:</u>		
Health and Safety Awareness		X
Security awareness	X	
<u>Work Experience:</u>		
Previous experience of customer service/dealing with customers face to face		X
Previous experience of cash handling		X
<u>Behaviours and characteristics:</u>		
Meticulous and proactive approach to work	X	
Good time management and prioritising skills	X	
A 'service driven' and 'can do' attitude	X	
Ability to work flexible hours including evenings and weekends	X	