

South Jordan City Job Announcement



Position: Mulligan's Customer Service II **Salary:** \$9.60/hour **Status:** Part-time
Department: Administrative Services **Supervisor:** Customer Service Supervisor
Opening Date: 9/7/2017 **Closing Date:** Open until filled
Work Hours: Schedules will vary **Work Location:** South Jordan City Mulligan's Golf Course

Special Notices:
Must be 18 years old. The essential function of this job is the ability to work a schedule that includes, Mon-Fri (hours vary), Saturdays (hours vary), and rotating Sundays (hours vary).

GENERAL PURPOSE

Perform advanced customer service duties related to all golf and game facility needs. Function as shift lead when full-time staff is not available by directing PT Customer Service staff, Golf Shop opening or closing procedures and financial duties.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Must be 18 years of age
AND
- B. One (1) year of experience in customer service or recreation field;

2. Special Qualifications:

Lead worker experience preferred
Existing Food Handler's permit or ability to obtain before hired

3. Knowledge, Skills, and Abilities:

Knowledge and background of golf recreational programs. General knowledge and experience in planning, prioritizing, organizing, and delegating a moderate workload. Excellent public relation skills and communication skills.

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relationships with co-workers, the public and other departments and agencies; ability to follow written and oral instructions; ability to effectively present information and respond to questions from groups of customers.

Knowledge of principles and processes for providing customer service.

Skill in coordinating people and resources and problem-solving. Skill in actively looking for ways to help people and give full attention to what others are saying and in giving direction to others for work-related tasks.

4. Working Conditions:

Incumbent of the position generally performs in an indoor/outdoor environment. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Ability to work a flexible schedule including evenings, weekends, and holidays.

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at https://munisselfservice.southjordanutah.gov/MSS/employmentopportunities/default.aspx?_ga=1.195670636.117129930.1434124430.

A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability.