

**Community Center & Administrative Offices**

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NOTICE FOR JOB OPENING**Outside Services Attendant**

Village Greens of Woodridge has openings for Outside Services Attendants. This position is a seasonal part time position that works a flexible schedule which will include weekends and evenings from approximately April through November. The ideal candidate will be willing to work up to 20 hours a week.

POSITION: Outside Services Attendants

QUALIFICATIONS:

- High school education preferred.
- Driver's License required.
- Good written, verbal, and interpersonal communication skills.
- Ability to analyze problems and efficiently handle multiple duties under pressure with minimal supervision.

RESPONSIBILITY: A person in this position is responsible for staging, cleaning, and general upkeep of golf carts, performing practice range duties including ball retrieval and staging, cleaning and upkeep of the clubhouse grounds, collecting and disposing of trash, assisting in the set-up of outings and special events, as well as other duties as assigned.

ATTRIBUTES: We are seeking dedicated individuals who have great customer service skills and are self-sufficient. The position requires full range of body motion including handling and lifting, manual and finger dexterity; requires eye hand coordination sufficient to operate equipment; ability to see players on the course and follow the flight of golf balls; requires frequent standing, bending, stooping, sitting, and walking for prolonged periods.

SALARY RANGE: \$8.25-\$9.25 per hour

CONTACT/SEND APPLICATION TO: Woodridge Park District
Connie Curry, HR Manager
2600 Center Drive
Woodridge, IL 60517
(630) 353-3327 or ccurry@woodridgeparks.org

The application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org