

## **BARNARD CASTLE TOWN COUNCIL MINI GOLF ATTENDANT JOB DESCRIPTION**

**Hours of work: 10:20 to 16:35 (low season)  
09:50 to 14:05 or 13:55 to 18:10 (high season)  
as set out in mini golf rota**

### **Duties:**

1. To provide an efficient and courteous level of service to the general public.
2. To take responsibility for the operation of the mini golf course on the allocated days of opening as per the work rota.
3. To take cash, issue tickets, issue and collect clubs and balls, to the agreed procedure, maintain accurate records of all transactions and maintain a cash float.
4. To arrange in the first instance directly with another mini golf attendant team member to cover for any shifts unable to be met due to sickness or an emergency situation. In the event that suitable arrangements are unable to be agreed, to inform the town council office as a matter of urgency.
5. To ensure that the mini golf course is open to the public on all allocated days and times, in line with the rota schedule.
6. To ensure that during the agreed opening hours the course is closed only for comfort breaks and in the case of extreme weather conditions. In either instance suitable signs for the public must be displayed stating the approximate time of re-opening (where possible).
7. To keep the mini golf course and kiosk and all associated equipment in a clean and serviceable condition and to report any faults to the town council office.
8. To have day-to-day responsibility for the security of the mini golf course, kiosk and equipment and to ensure that adequate security measures are taken in respect of all property and in particular all monies.