

Job Responsibility Description

Department / Category: Office/Security

Job code:

Job Responsibility: Registration/

Grade:

Security/Event Staff

Reports to: Tony Limbach

FLSA Status: Part-

Time; Hourly

Summary: Staff Registration Building and control security gate at entrance. Staff will be responsible for checking in all members, guests, vendors, and renters. Must obtain liability waivers from every guest or track renter and identify and confirm identity of all members. Must also be able to work for and/or back up the other office functions as well as working as event staff for special events. Security must make hourly rounds, lock up buildings accordingly, and maintain a safe and secure facility.

Essential Duties and Responsibilities:

Registration/Security/Event Staff at the *Autobahn Country Club* is expected to:

- Be on duty at the Registration building/shack/gate during scheduled hours.
- Security must make rounds hourly.
- Sign in all guests, track renters, obtain liability waivers and distribute identifying wrist bands as needed.
- Handle facility security, confirming that all parties entering are accounted for.
- Identify and confirm all members and guest identities.
- Identify vendors and direct to track facility as needed.
- Assist Tony Limbach as needed.
- Cross train for other office functions as Tony sees fit.
- Communicate with Tony clearly, verbally and in writing.
- Communicate with office associates clearly, verbally and in writing.
- Direct parking cars for special events.
- Responsible for the management of large amounts of money during special events.
- Ability to work in a fast-paced environment.

Competencies: To perform the job successfully, associates need to be able to demonstrate:

- Computer literacy in applications such as Microsoft Word, Excel, and Outlook.

- Present a Quality Image to Members, Renters and outside vendors.
- Team work / Collaboration / Flexibility
- Communication: Verbal / Written
- Organizational Skills
- Detail Oriented

Qualifications / Experience: To perform this job function, associates must have:

- General office experience
- Task coordination abilities (multi-tasking)
- Positive attitude
- Experience working in a fast-paced environment
- Team work experience

Education / Skills:

- Language skills- ability to read and comprehend instructions, correspondence, company memos and directives.
- Communication skills
- Teamwork

Physical Requirements: The physical demands here are representative of those that must be met by an associate to successfully perform the required functions of this job.

While performing the duties of this job, the associate is regularly required to withstand extended periods of standing, sitting, or driving. Associate must be able to lift up to 25 pounds at any given time.

Working Environment: The work environment characteristics described here are representative of those an associate may encounter while performing the essential functions of this job.

While performing the duties of this job, the associate might be exposed to natural elements such as sun, wind, snow, or rain. Associates do not receive set breaks. A break must be taken during a slow period throughout the day/night. Associates must be able to work in a fast-paced environment.

Salary: \$10-\$12 based on experience

Note: The statements herein are intended to describe the general nature and level of work being performed by associates, and not to

be construed as an exhaustive list of responsibilities, duties and skills required of associates, so classified.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Furthermore, the statements do not establish a contract for employment, and are subject to change at the discretion of Autobahn Country Club.

Employee Signature: _____

Supervisor Signature: _____