



## Belmont Experience Team Member – Turn House Attendant

### Job Description

<b>Position Title:</b>	Turn House Attendant
<b>Division/Department:</b>	Food and Beverage Operations
<b>Reports to:</b>	Food and Beverage Manager
<b>FLSA Classification &amp; Position Type:</b>	Non-Exempt / Part time Hourly
<b>Location:</b>	Belmont 1600 Hilliard Rd, Richmond VA 23228

### JOB SUMMARY

First Tee – Greater Richmond is looking for a dedicated and outgoing teammate focused on enhancing the inclusive culture of Belmont and ensuring the best experience for our patrons. Our mission is to provide an environment for each player to find their connection with the game, no matter their skill or knowledge of golf.

As a team member, our Turn House Attendants will have a vital role in providing a memorable experience for every patron at Belmont. Turn House Attendants will prepare and serve the food and beverages for our golfing public. In addition, they will provide support for the golf staff and maintain a clean and sanitary operation. Above all, each teammate will convey First Tee's core values to accomplish our vision to strengthen the character of our community.

Belmont Golf Course was built in 1917 by Hall of Fame Architect A.W. Tillinghast, originally as Hermitage Country Club. In the 1930's and 1940's, the course was a frequent stop for the PGA hosting the Richmond Invitational and 1949 PGA Championship, hosting legends like Ben Hogan and Sam Snead. In 1977, Hermitage Country Club built a new facility west of Richmond and Henrico County purchased the course and named the property Belmont Golf Course.

First Tee – Greater Richmond was chosen to lease and operate the course in 2019 and conducted a \$5M renovation to the golf course. The restored and renovated Belmont now features a 12-Hole course (Belmont), a 6-Hole short course (Little Bell), and an 18-hole putting course (The Ringer), in addition to practice facilities which rival that of the best private clubs.

## ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates positive, outgoing engagement with all customers and visitors to the facility
- Handles food preparation, including ServSafe Certified cooking and reheating procedures
- Answers phone calls to provide information and take messages as necessary
- Operates a point-of-sale system to service transactions
- Helps to maintain a professional appearance of the facility at all times, to include regular sanitizing and maintaining general cleanliness of all areas
- Runs food and beverages to customers, operating a golf cart at times
- Helps customers with food and beverage and general golf course questions
- Oversees food service and staging areas, including outdoor seating
- Keeps the Food and Beverage Manager informed of recommendations, customer questions, or other feedback
- Supports other departments and teammates as necessary

## JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Willingness to be part of a comprehensive and diverse team
- Positive and professional demeanor
- Must pass a background check and SafeSport Training
- Must pass a ServSafe Food Handler Certification class
- Must attend all required alcohol training courses, ABC or otherwise noted, upon employment
- Must be able to lift 50 pounds unassisted
- Driver's License Required
- Must be at least 18 years old to serve beverages containing alcohol
- Needs to have the capability to utilize computers and web-based systems
- Must be able to spend extended time on their feet

## WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position is performed in a golf course environment with the possibility of outside work at times. The inside of the turn house, where a majority of the work is completed, is climate controlled. Typical days and hours of work will fluctuate with evenings, holidays, and weekend work as required by special events and business demand.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus. The employee must be able to lift 50 lbs. to shoulder height.

## EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

**To apply, please send a resume and cover letter to Brandon Howard at  
[brandon@firstteerva.org](mailto:brandon@firstteerva.org)**