

Staff at BTC are expected to wear many hats. Employees qualified and willing to work in different roles have better opportunities for shifts. The BTC management team will make every effort when scheduling shifts to accommodate versatile employees to ensure they earn sufficient income over the summer to justify choosing employment at BTC. It is the employee's responsibility to record their hours worked and provide an accurate total to the club manager in a timely fashion.

All BTC staff are expected to conduct themselves in a courteous and professional manner at all times. Teamwork and good communication with other staff, club management, and the board are imperative. In addition to maintaining a neat appearance, staff members will be issued a staff polo shirt which they are expected to wear when on duty. Staff members will arrive on-time for all scheduled shifts. If a scheduling conflict does arise, staff members are expected to communicate the problem to the Club Manager as soon as possible and to assist in finding a replacement.

Clubhouse Staff Duties:

- Clubhouse Staff provide customer service to the club members and guests, which includes but is not limited to:
 - Answering the club phone
 - Assisting with tennis court reservations
 - Assisting with other general program questions and needs
- Clubhouse Staff also complete daily maintenance tasks as needed and directed. Tasks may include but are not limited to:
 - Sweeping and mopping floors.
 - Cleaning bathrooms.
 - Picking up trash and debris and otherwise maintaining a tidy appearance of the club.
 - Emptying trash and recycling barrels.
 - Maintaining lost and found.
 - Mowing, trimming, pruning, and weeding.
 - Painting.
 - Maintaining BTC equipment and supplies.
 - Opening and closing the club.
 - Assisting with swimming pool maintenance (testing chemicals, vacuuming, skimming, sweeping the deck).
 - Watering, rolling, sweeping, and lining the tennis courts.

Responsible to: Club Manager

To apply, please fill out the BTC Job Application form. This can be found at www.burlingtontennis.com via the Employment Opportunities link at the bottom of the page.