

## Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

## About the Tennessee State Parks

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



## Hospitality Assistant (Golf Course) Cumberland Mountain State Park Starting Annual Salary \$33,900

Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding opportunity available to work in a beautiful environment at Cumberland Mountain State Park Golf Course in Crossville, Tennessee. The golf course Hospitality Assistant's responsibilities are integral to the successful operation of the golf course. The position will be responsible for all operations conducted at the golf course including scheduling tee times, golf cart and club rentals, and Golf Shop merchandise sales. The Hospitality Assistant is a supervisory position that supervises both staff and volunteer positions in addition to acting as the facility manager in the absence of the Golf Course Manager.

The preferred candidate will have experience working at a golf course and have a general knowledge of golf course operations and activities. Education equivalent to high school graduate and two years of full-time work in one or a combination of the following areas: hotel, restaurant or other hospitality specialty, sales experience in the areas of hotel/restaurant products or food distribution, clerical or accounting work, or previous employment with Tennessee State Parks. To apply for this position visit please visit: <http://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Coordinate the scheduling and execution of golf tournaments, group outings and individual golfer tee times.
- Provide coordination of cart and club rentals. Assist with Golf Shop merchandise sales, merchandising and ordering
- Operate TDEC's ForeUp Point of Sale and reservation systems.
- Maintain appropriate inventory for the Golf Shop and assist with required inventory counts and reports.
- Assist with food service preparation and food sales in the golf snack bar.
- Ensure rental clubs and carts are cleaned after use
- Schedule and oversee staff and volunteers who support events at the golf course. May act as supervisor for weekend seasonal staff.
- Keep and maintain maintenance records and reports.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*