

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

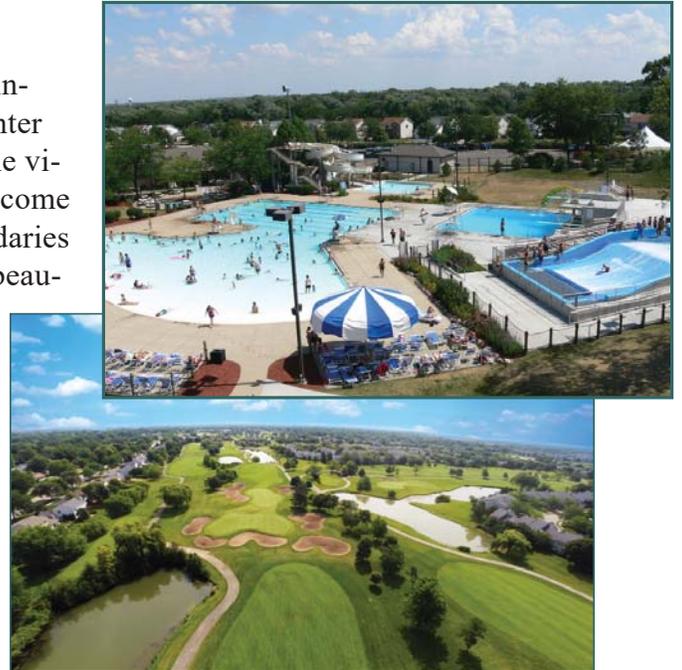
**GLENDAL LAKES GOLF CLUB
2016 EMPLOYMENT OPPORTUNITIES**

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Glendale Lakes Golf Club

2016 Employment Opportunities

SEASONAL EMPLOYMENT OPPORTUNITIES:

Seasonal Laborer (Hourly Rate Range \$8.25 - \$9.00)

This position performs a variety of skilled and semi-skilled grounds maintenance work and construction work, and operating a variety of equipment in the operation, repair and maintenance of the golf course buildings and grounds. Qualified applicant must be able to read and have the ability to work diligently with team spirit and have basic knowledge of the use and application of hand tools and some power tools. Most assignments require physical stamina, heavy lifting up to 100 pounds and sometimes working in inclement weather conditions. This position requires a valid driver's license.

Golf Cart Attendant (Hourly Rate Range \$8.25 - \$8.50)

Responsible for maintaining the golf cart fleet and for staging them before play each shift. Will thoroughly clean and wash golf carts. Keep golf car return area clear. This position requires a valid driver's license.

Golf Shop Attendant (Hourly Rate \$8.50 - \$9.20)

This position will assist the Golf Pro in managing all aspects of the Glendale Lakes Pro Shop. Must provide outstanding customer relations, professional advice and service, and assistance to all patrons to ensure the highest standards of service. Assists in the coordination of golf outings and golf leagues, under the guidance of the Golf Operations Manager. This position requires a valid state driver's license.

Intermittent Waitstaff/Banquet Server (\$10.50 to start/\$11.75 after 6 months)

Sets dining areas, serves drinks and food to club members and banquet guests according to rules of etiquette. Performs various duties to ensure excellent service and proper operating procedure of the Club.

Intermittent Bartender (Flat Rate \$5.18 per hour)

This position is responsible for providing bartending service at the bars in the Banquet Rooms, and the bar at Glendale Lakes Golf Club and the Center for Senior Citizens. This position takes customer's food and beverage orders and serves food at the bar and window; provides bartending service in the banquet rooms during events. This position is also required to work Waitstaff shifts depending on event scheduling.

PART-TIME EMPLOYMENT OPPORTUNITIES:

Part-Time Cook (Hourly Rate Range \$11.14 - \$14.90)

Responsible for planning, preparing, cooking and cleaning for regular dining and banquets at Glendale Lakes Golf Club.

Part-Time Dishwasher (Hourly Pay Range \$9.34 - \$12.17)

This position is responsible for cleaning dishes and maintaining the kitchen area at the Glendale Lakes Golf Club.

Part-Time Small Equipment Operator (Hourly Pay Range \$11.73 - \$12.75)

The part-time Small Equipment Operator performs a variety of skilled and semi-skilled work in maintaining mechanical repairs on a variety of gasoline and diesel powered equipment of the golf course; inspects, adjusts, diagnoses and repairs mechanical defects in mowers, and other small mechanical equipment used in golf course maintenance; establishes and maintains a preventative maintenance program on all equipment. The successful candidate will possess:

- A High School Diploma, 2-year degree or certificate, current Pesticide Operators Certificate and the ability to obtain Applicators Certificate, and
- A minimum of 3 years' experience in all phases of golf course maintenance and turf culture, or
- Any equivalent combination of education and experience.

Part-Time Sous Chef (Pay Rate Range: \$15.38 - \$18.45)

The primary responsibility of the part-time Sous Chef is to coordinate with the Food & Beverage Operations Manager on all daily and special function menus. The part-time Sous Chef will assist in the food ordering, handling, preparation and presentation of all meals and food served at the Glendale Lakes Golf Club. The successful candidate will possess:

- 3 years of progressive responsibility in food and beverage industry required;
- Trade/vocational/degree in culinary or related field preferred;
- Bi-lingual/Spanish speaking a plus;
- An Illinois Food Service Sanitation Certificate and a valid Illinois State driver's license or ability to obtain one within three months from date of employment.

How to Apply

Interested candidates should submit a Village of Glendale Heights application to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and a complete background check. Employees are required to have their permanent residency within a 15-mile radius of the Village.

Posted 5/6/16; application being accepted until positions are filled.
An Equal Opportunity Employer.