

**I. Position**

Coat Checker (3.6)

**II. Related Titles**

Coat Room Attendant

**III. Essential Functions**

Check and store members' and guests' garments.

**IV. Additional Responsibilities**

1. Greets members and guests in a polite, friendly manner
2. Assumes temporary charge of hats, umbrellas, luggage, packages, bags, coats, jackets and other outerwear in a room provided for this purpose
3. Issues a claim check to a person upon receiving an item; attaches a duplicate claim check to the item
4. Places hats and umbrellas on hooks or racks; stores luggage, packages and bags
5. Places outerwear on hangers or hooks
6. Relinquishes articles upon presentation of claim check

**V. Reports to**

Assistant General Manager (Club House Manager)

**VI. Supervises**

No supervisory duties are included in this position