

JOB TITLE: GOLF SHOP SEASONAL EMPLOYEE (Hourly: Non-exempt)

POSITION REPORTS TO: Golf Shop Manager

JOB SUMMARY: Under the general direction of the Golf Course Clubhouse Manager, assists with the management and operation of municipal nine-hole golf course, pro shop and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Assists in the overall management of the 9-hole municipal golf course. Sets up daily tee sheets and sends players out to golf. Responds to citizen inquiries, complaints and information requests; explains and enforces golf rules and regulations. Assists with scheduling, coordinating and supervising leagues, tournament operations and group outings. Computes handicaps, schedules tee times. Sells merchandise, concessions and collects green fees. Assists with marketing and promoting the golf course. Performs housekeeping duties in and around the clubhouse. Assists in training golf clubhouse seasonal employees. Assists in public and answers and directs phone calls. Assists in compiling and maintain program mailing lists. Completes and files information as needed, including accident/incident forms. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job. Work is performed both indoors and outdoors year round. Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finer, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Must possess hand/eye/foot coordination adequate to play golf, operate a variety of equipment and operate a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 50 pounds.

TRAINING AND EXPERIENCE:

Must possess a valid driver's license. Graduation from an accredited high school or GED equivalent. Three (3) years experience in playing golf. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to managing a liquor license.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of golf course principles, concepts and techniques. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons. Ability to communicate effectively, both orally and in writing. Ability to prepare and maintain accurate records and reports. Ability to oversee staff. Conflict management skills. Knowledge of leagues, tournament scheduling, running tee sheets and daily play. Knowledge and understanding of golf rules and etiquette. Knowledge and understanding of golf clubhouse maintenance. Ability to assist with marketing and public relations. Basic computer skills. Basic mathematical skills and money-changing skills. Ability to promote golf within

the community. Ability to operate equipment such as a photocopier, fax machine, risograph, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register. Ability to provide own transportation and operate motorized vehicles as required. Ability to work varying schedules, including early mornings, evenings, weekends and holidays. Ability to consistently maintain regular and dependable attendance.

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