

CLASS TITLE: Golf Course - Golf Shop Assistant

DEFINITION:

Performs a variety of sales and clerical duties in merchandising various equipment at the county golf course. Golf Shop Assistant is responsible for the care and maintenance of golf carts and assisting golfers in securing golf carts. The Golf Shop Assistant is under the direct supervision of the Golf Pro.

EXAMPLES OF DUTIES: (Examples are illustrative only)

- ◆ Performs a variety of sales and clerical duties.
- ◆ Sells merchandise such as golf balls, clubs, tee, jackets, pants, gloves, and other items; calculate amount of sales, operate cash register.
- ◆ Registering players, scheduling starting times, and collecting green fees and provides information and interprets rules to users of the golf course.
- ◆ Maintain office cash change funds and adequate supplies for subsequent performance of duties, count money, prepare reports and make deposits.
- ◆ Maintain assigned work area in clean and orderly condition.
- ◆ Maintain the daily care of all golf carts.
- ◆ Assists golfers in securing golf carts, maintain and coordinate scheduling of the golf carts, pick up balls at the driving range; maintain good appearance of clubhouse and driving range.
- ◆ Explains guidelines to the public regarding golf cart usage.
- ◆ Assists with golf tournaments.
- ◆ Perform other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to interact with the public, operate cash register and prepare reports.
- ◆ Knowledge of park's facilities and operational procedures.
- ◆ Basic knowledge of golf cart operation and maintenance.
- ◆ Ability to maintain effective working relationships with other employees.

MINIMUM EDUCATION AND EXPERIENCE:

- ◆ Requires a general academic education to understand and carryout assigned duties effectively and accurately to include the use of a cash register and other basic office equipment. Must have three months experience in working with the public.

REQUIRED LICENSES OR CERTIFICATES:

- ◆ Class C Driver's License

ADDITIONAL DESIRABLE QUALIFICATIONS:

- ◆ Enrolled in PGA Apprenticeship Program
- ◆ Member in good standing of PGA of America

ADOPTED: 10/08/03
GRADE: 3
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