

**CITY OF CHENEY**  
**POSITION DESCRIPTION**

Class Title: Golf Shop Assistant

Department: Golf Course

Salary Schedule: Hourly, Non-Exempt, Part-time

Grade 8

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**POSITION SUMMARY:**

This position performs a variety of skilled and semi-skilled work in the operations of the golf shop. Employees assist with the selling of green fees, supplies, beverages, food and other duties associated with the golf shop. The employee should possess strong financial, communication and public relation skills.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Golf Shop Manager.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Sells green fees, range charges and rounds.

Assists with the operation of the golf supply shop.

Sells golf supplies, equipment, food and beverages.

Enforces the Municipal Golf Course rules and regulations.

Schedules rounds for golfers.

Cleans and maintains the Golf Shop.

Answers the phones and assists patrons with questions.

Proficient in accounting and handling money on a daily basis.

Assists in opening and closing the clubhouse.

**PERIPHERAL DUTIES**

Assists other departments as need arises.

Works closely with the golf manager.

Assists with ranging the Municipal Golf Course.

Schedules starting golfers and assists in marshalling.

Assists with tournaments.

Retrieves golf balls on driving range.

Operates department's equipment including vending machines and cash register.

Performs other duties as deemed necessary or assigned.

Daily contact with golfers, co-workers, supervisory personnel and general public is expected.

**DESIRED EDUCATION/EXPERIENCE:**

Must be at least 16 years of age.

One to three years of similar or related experience preferred.

Works well with others and the public.

Employee is expected to have acquired the necessary information and skills to perform the job reasonable well within six months of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

A working knowledge of golf and golf equipment, retail operations and mathematics is preferred.

Ability to operate equipment including cash register, calculators, golf carts and other shop equipment.

Should posses excellent public relations, oral and written communication skills.

## LICENSES REQUIRED

## PHYSICAL DEMANDS

Manual labor including lifting and carrying heavy objects, bending, kneeling, sitting and climbing is required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Most work is performed in an office type setting.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 50 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors.

The job is performed primarily during the daytime hours but must be available for special situations and times.

Exposure to outside conditions may be expected from time to time.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

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Employee Signature

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Date

*Revised 2-14-2013*