

Job Description: PRO SHOP ATTENDANT

CLASS NO. 2508

EEOC CATEGORY: Office & Clerical

PAY GROUP: 9

FLSA: Nonexempt

SUMMARY OF POSITION

Collects money from customers, for golf played.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of golf course operations
2. Directs: Driving Range Attendant & Marshals
3. Other: Has daily contact with the general public

EXAMPLES OF WORK

Essential Duties*

Collect money for golf played & for merchandise.

Stock beverages, snacks and merchandise.

All other duties related to running a pro shop.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Maintain a Texas Drivers License

Operate a cash register

ACCEPTABLE TRAINING AND EXPERIENCE

Knowledge of golf course operations.

CERTIFICATES AND LICENSES REQUIRED

None

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012