

City of Huron Job Description

Employer: City of Huron

Department: Golf Pro-Shop

Reports To: Huron Golf Professional

Position Title: Golf Pro-Shop Attendant

Rate of Pay: Rate of pay will vary depending on the experience, skills, and qualifications of the particular employee.

Opening Date: Opening date will vary depending on the needs of the Golf Pro.

Position Classification:

1. This is a Part-Time and Seasonal position. This position will last a maximum of seven months per calendar year.
2. The employee will work less than 1040 hours in the calendar year with no guarantee of hours per day, per week or per month.
3. This position is exempt from overtime under FLSA regulations.
4. Employee in this position is not eligible to accumulate or use comp time or earn any city benefits other than those specifically noted herein.
5. This position is only open during the summer golf season.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Open the Pro-Shop, prepare for customers and close the Pro-Shop as directed by the Pro.
 2. Check in and wait on golfers. Waiting on customers includes making and serving coffee, serving drinks, operating the cash register, and sales of golf related products.
 3. Keep the Pro-Shop neat and clean for customers by performing maintenance including: cleaning windows; clearing, cleaning and dusting tables and chairs; clean the television and computer screens; cleaning the restrooms as needed and refilling soap and paper products; vacuuming carpets; sweeping floors; emptying garbage containers; and washing dishes as needed.
 4. Check out, check in, clean and line up golf carts.
 5. Ensure that driving range is ready for use including having range balls ready for use.
 6. Ensure that the posted list of before, during and after shift duties are properly completed.
 7. Ensure that the Pro-Shop, Cart Shed and related equipment are properly secured and accounted for during and after the work shift.
 8. Always serve customers with a smile and positive attitude.
 9. Performing other such duties deemed necessary and assigned by the Pro.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Hours of work: Employee will report to work on time. Hours of work per day and per week may vary. Employee will normally work eight (8) hours or less per day. Employee will be required to come to work early and work late if the task requires. Employee will be required to work on weekends. Typical weekday day shift hours are 7:30 a.m. to 2:00 p.m. Typical weekday afternoon/evening shift hours are 2:00 p.m. to 10:00 p.m. Typical weekend day shift hours are 7:00 a.m. to 2:00 p.m. Typical weekday afternoon/evening shift hours are 2:00 p.m. to 10:00 p.m.

Benefits: By policy of the Huron Golf Commission, Golf Pro-Shop Attendants are allowed to purchase their personal golf course membership at half the normal price.

Experience Necessary: None other than that the applicant / employee must be able to follow instructions. Knowledge of golf would be helpful for the person in this position.

Work Location(s): Employee will normally be required to report to the Memorial or Broadland Creek Golf Course for work. Place of work may change from early shift to late shift and from weekday to weekend.

Equipment Operation: Employee must be able to operate a golf cart.

Education and Experience:

1. High School diploma or GED Certification recommended, though employee may be a student.

Language Skills:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to orally report and write simple reports.

Mathematical Skills:

1. Ability to use basic math skills.

Reasoning Ability:

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

1. Certificates or examinations as deemed necessary by the Golf Pro, the Golf Board or the Huron City Commission.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and stoop, kneel, or crouch.
2. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and to communicate.
3. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
2. The employee is occasionally exposed to hot, cold, wet and/or humid conditions while working indoors and outdoors.
3. The noise level in the work environment is usually moderate.

Date Approved

Department Head

Commissioner in Charge

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Sign Off:

The employee is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

Employee Signature: _____

Date: _____