

**City of Huron**  
**Job Description**

**JOB TITLE:** Golf Course Pro Shop Attendant  
**DEPARTMENT:** Golf Course  
**ACCOUNTABLE TO:** Golf Commission

**PRIMARY OBJECTIVE OF POSITION:** Under supervision, responsible for performing manual and semi skilled tasks in the operation and maintenance of equipment and facilities related to Golf Courses. Work varies little, requiring individual judgment within prescribed standards and procedures.

**ESSENTIAL JOB FUNCTIONS:** Duties involve physical work requiring lifting, frequently involving weights of up to 30 #'s (greater with assistance), standing, walking, sitting, crawling, bending, stooping, crouching, kneeling, and climbing; the employee is occasionally exposed to outside weather conditions – hot, cold, wet and/or humid conditions. Must possess a valid South Dakota Driver's License.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Open the Pro-Shop, prepare for customers and close the Pro-Shop. 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.
- Keep the Pro-Shop neat and clean by performing maintenance including: cleaning windows; clearing, cleaning and dusting tables and chairs; clean the television and computer screens; cleaning the restrooms and refilling soap and paper products; vacuuming carpets; sweeping floors; emptying garbage containers and washing dishes.
- Check out, check in, clean and line up golf carts. Must be able to drive a golf cart. Ensure that the driving range is ready for use including range balls ready for use.
- Ensure that the posted list of before, during and after shift duties are properly completed. Ensure that the Pro-Shop, Cart Shed and related equipment are properly secured and accounted for during and after the work shift.
- Always serve customers with a smile and positive attitude. Perform other duties as necessary.

Attendants attend training, workshops, and seminars as appropriate; work schedule hours and days may vary. Work performed requires care and use of proper safety equipment and following established safety procedures to prevent injury.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENT:** Graduation from High School or High School student.

Approved: 4-12-2010

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

Performs manual work in the operation and maintenance of golf courses and facilities;

Operates equipment of the Pro-Shop as may be assigned;

Follows all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner;

Management reserves the right to assign or reassign duties and responsibilities to this job at any time.