

**OAK LAWN PARK DISTRICT
JOB DESCRIPTION**

**Pro Shop/Driving Range/Golf Cart Attendant
\$11 per hour**

Excellent communication skills and computer literacy required; cash control skills; ability to effectively and efficiently complete cash, credit card and gift card transactions; ability to exercise good judgment and confidentiality. Must have the ability to speak, read and write basic English; must hold a valid driver's license; must be able to effectively operate radios and other communication devices.

QUALIFICATIONS:

High school, CPR certification required. First Aid certification desired. Previous customer service and cash handling experience required; inventory control and golf experience preferred; tee time reservation systems experience preferred; knowledge of golf, golf instruction and etiquette required.

IMMEDIATE SUPERVISOR:

Clubhouse Manager

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Act as an ambassador for Stony Creek by providing assistance to patrons at golf facility (i.e. provide directions, maintain safety, explain programs, communicate concerns to supervisor).
- Greet all golfers, register golfers, answer phones, and reserve tee times.
- Collect monies, reconcile cash and register orders in the computer system at the conclusion of shift. Effectively and efficiently complete cash, credit card and gift card transactions.
- Maintain clean and orderly golf shop area.
- Fill range ball machine as needed
- Collect Range baskets as needed
- Clean golf carts as needed
- Address any issues occurring on the golf course as needed (pace of play, damage, course condition, etc.)
- Comply with standard inventory control procedures.
- Maintain communication with outside operations staff; update tee sheets as required while monitoring all golf activities.
- Promote the mission of the Oak Lawn Park District and Stony Creek Golf Course.
- Work holidays and weekends as necessary.
- Other duties as assigned by supervisor.
- Supports and exhibits the established organizational values of respect, communication, integrity, innovation, recognition, continuous learning, fun, empowerment and personal development.

MARGINAL FUNCTIONS

Any additional responsibilities as assigned.

PHYSICAL CONSIDERATIONS

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.

While performing the duties of this job, the employee is frequently required to sit, see, talk and hear. The employee frequently uses hands to grasp phone or sort documents and fingers to depress keys on computer or office equipment. The employee is occasionally required to stoop, crouch or reach to retrieve supplies and files.

Must be able to lift 30 lbs. Must be able to work while standing for up to 8 hours.

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with general public
- Must be able to work well under supervision and direction of supervisor
- Must be able to work well under stress of complaints and deadlines
- Must be able to work flexible hours to meet deadlines.

ENVIRONMENTAL CONSIDERATIONS

- Worker performs activities indoors. Indoor environmental conditions will include lighting and temperature.
- Worker may be involved in repetitive work (i.e. computer keyboarding, writing).
- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain).

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must possess computer skills including proficiency in word processing spreadsheet and database applications.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of this position.

I understand my job description as explained above.

Applicant Signature

Date