

JOB TITLE: GOLF SHOP SEASONAL EMPLOYEE (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Golf Shop Manager.

JOB SUMMARY: assists with the operation of municipal nine-hole golf course and clubhouse, including clubhouse, pro shop, concessions/kitchen/dining area and bar.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Collects green fees, reserves tee times; promotes the golf course and encourages play; responds to citizen inquiries, complaints and information requests; oversees the concessions/kitchen/dining area (including stocks, prepares, sells and serves food); oversees the bar (including stocks, sells and serves alcohol and operates alcohol cart on golf course grounds); performs golf cart maintenance; schedules rentals; explains and enforces golf rules and regulations; operates payment systems, makes change, balances cash drawer and makes daily bank deposits; maintains and cleans the clubhouse, including concessions/kitchen/dining area, bar, restrooms, basement, storage rooms and exterior patio; assists with clubhouse rental; identifies and advises the Golf Shop Manager regarding building and facility maintenance, inventory, and supplies; regular and reliable attendance; other duties as assigned.

SKILLS/ABILITIES: Work indoors and outdoors; lift up to 50 pounds; hand-eye coordination; required to: stand or sit for extended periods of time; carry, push and pull a variety of tools, equipment and materials; work in recreation and construction sites with exposure to dust, noise and hazards; walk, climb, balance, stoop, kneel, crouch, crawl, reach, bend; knowledge of basic computer skills, specifically MS Office; basic math skills; oral and written communication skills to effectively communicate on a daily basis with public, coworkers and other departments; work varying schedules, including early mornings, evenings, weekends and holidays.

TRAINING AND EXPERIENCE: Graduation from an accredited high school or GED equivalent; possess a valid driver's license; must be 19 years of age; must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to operating a liquor license.

Updated 3/2020