



**Job Title:** Golf Shop Seasonal Employee  
**Department:** Public Works – Pub Properties  
**FLSA Status:** Non-Exempt, Hourly, Part Time  
**Revised Date:** 3/17/20 (Council Approval)

### **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 Job Functions**

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.

### **Knowledge, Abilities and Skills**

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.

### **Education and Experience**

Graduation from an accredited high school or GED equivalent.

### **Special Requirements**

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.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*