JOB DESCRIPTION

CITY OF JOPLIN

GOLF LEAD CASHIER

TITLE: GOLF LEAD CASHIER

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under general supervision of the Head Golf Professional. Is responsible for overseeing and providing direction in all aspects of the daily operations of the golf facilities, course maintenance, customer service, sales and marketing, tournament operations, food and beverage, and accounting/budgeting.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Communicate and work closely with the Head Golf Professional on all areas of the golf operation.
- Supervise and manage the total golf operations in a professional and efficient manner in the absence of the Head Golf Professional.
- Provide superior customer service, professional advice and assistance.
- Control and manage daily play-communicate closely with outside operation personnel to ensure a great golf experience.
- Assist with golf instruction and clinics.
- Supervise and train golf operation personnel as directed by the Head Golf Professional.
- Maintain professional image at all times, and be able to make effective professional decisions when called upon.
- Be informed on both hard and soft goods available in the marketplace.
- Promote club activities and programs.
- Manage the handicap program.
- Assist in managing tournament setup, play, and conclusion of the event.
- Perform opening and closing duties of the Golf Pro Shop.
- Maintain a close working relationship with the Head Golf Professional and the Golf Maintenance Superintendent, as well as other division leaders.
- Oversee and enforce golf shop operation policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory and resources.
- All other duties as specified.

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OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in job description shall not to be construed as an exclusive or all inclusive list of duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- Update shop information and message center, keeping materials current to the day.
- Prepares for all golf outings including coordinating scorecards, cart labels, rule sheets, score sheets, format sheets, pairing sheets and hole assignments.
- Ability to work flexible hours include evenings, weekends, and Holidays.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with City employees and the general public.
- Communicate effectively with students and motivate children.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, type-writers, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- Preferably college level course work in accounting, budgeting, personnel, finance and/or business administration; or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Supervisory training and experience.
- Experience with golf reservation and accounting software.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physi-cal exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT APPROVED:
ORDINANCE #: PAY RANGE: 620