

# **JOB** OPENING

## GOLF DIVISION

# **PRO SHOP CLERK**

POSITION: SEASONAL (MARCH – DECEMBER) / PAY RATE: \$8.25 PER HOUR

### **RESPONSIBILITIES**

- Under the supervision of the Golf Course Professional, the Pro Shop Clerk:
- Assumes responsibility for customer service including excellent telephone manners.
- Keeps merchandise and displays clean, neat and orderly.
- Provides special order information – questions to the Head Golf Professional.
- Understands purpose and proper use of the pro shop log book.
- Notifies Golf Course Professional of office supply needs.
- Maintains the accuracy and credibility of reserved time starting sheets and reservations.
- Is available to work weekends and holidays.
- Directs golf car maintenance concerns to the Head Golf Professional.
- Is responsible for all areas covered in the operations manual for the golf shop.
- Follows all safety procedures that pertain to the duties performed. Supports all aspects of the Peoria Park District's safety program.
- Reports any vandalism, unusual condition, emergency situation, or incident to the Golf Course Professional.
- Performs other related duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- High school diploma. Experience in a like position may be used for all or part of the education requirements.
- Ability to follow written and oral instructions. Ability to represent the Peoria Park District and insure that the District's policies are followed in a firm, friendly and totally impartial manner. Ability to work harmoniously with Peoria Park District personnel and to deal effectively with the public.
- Ability to lift and move up to 50 pounds.
- Ability to stand for long periods of time.
- Ability to bend and stoop.
- Ability to drive and park golf cars to and from storage area.
- Ability to operate a telephone, cash register, computer and walkie talkie.
- Must be able to distinguish colors.

## OTHER

### TO RETAIN GOLF PRIVILEGES:

Employee must work at least 15 hours per week per manager schedule; 30 hours in one pay period.

### EMPLOYEE PRIVILEGES:

- Green fees are waived for seasonal part-time employees. (No charge).
- Employees pay \$8.00 for the use of golf cars. Employees are responsible for ensuring their passengers pay all required fees and register with the starter before the round begins.
- Range privilege – \$1.00 for one (1) any-sized bucket of range balls per day (employee use only).
- Pro Shop Merchandise – Employees shall receive a pro shop merchandise discount of 20%. (This can be applied and used in conjunction to sales, specials, etc.).
- Loyalty Points – Employees can earn loyalty points, which can be redeemed for pro shop purchases.
- Employee's season golf pass will expire when they are done working or at the end of the season.

