

JOB OPENING

GOLF DIVISION

RANGE ATTENDANT

POSITION: SEASONAL / PAY RATE: \$11.00 PER HOUR

RESPONSIBILITIES

- Under the supervision of the Golf Course Professional, the Range Attendant:
- Assumes responsibility for customer service including excellent communication with golfers.
- Pick the range.
- Wash golf balls.
- Fill water coolers.
- Maintain Golf Learning Center shed maintenance and upkeep – sweep, pick up golf balls, and making sure things are tidy.
- Make sure the golf-ball picker has fuel and plenty of oil. (Check before and after each use.)
- Make sure group lessons have range balls ready for their lesson.
- Fill the ball dispenser with clean golf balls.
- Notifies Golf Course Professional of any equipment maintenance needs.
- Is available to work weekends and holidays.
- 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 drive and operate park district picking equipment.
- 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.

