



JOB POSTING # 18-051

PART TIME GOLF PRO-SHOP ATTENDANT GOLF COURSE

HOURLY RATE: \$ 10.00
OPEN UNTIL FILLED

The City of Kingsville is currently accepting applications for a Part Time Golf Pro-Shop Attendant. Under general supervision, responsible for performing a variety of sales and cashiering duties. Responsible for accurately selling green fees and memberships, rental of golf equipment and merchandise on cash register, and processing charge payments and discounts. Prepares report of revenue activities during shift, counts money, reconciles and prepares deposit report. May open and/or close the pro shop. Enforces all golf course etiquette rules and policies. Answers telephone and in-person inquiries about course facilities, services and special events. Schedules tee reservations. Work week will be average 19 hours fluctuating Sunday through Saturday including holidays. Performs other duties as required and/or assigned.

Training, Experience and/or Other Requirements:

One (1) year clerical experience involving public contact and one (1) year experience in cash handling.

Requires:

- Strong customer service skills
- Must be proficient with Microsoft Excel and Word
- Ability to communicate effectively both verbally and in writing
- Ability to work cooperatively with other employees, customers, clients, and the public
- Ability to organize, prioritize, and multi-task
- Must be punctual and organized to meet billing deadlines

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) possession of a valid driver's license 2) satisfactory driving record and 3) proof to work in the U.S. legally. The successful applicant will be required to take and pass a pre-employment physical examination, drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. For more information call 361-595-8017 or e-mail hradmin@cityofkingsville.com AA/EOE.