

PARKS AND RECREATION DEPARTMENT

A. JOB TITLE – Pro Shop Cashier

B. DEFINITION

Perform daily cashier duties in the golf shop at the clubhouse of Eberhart-Petro Municipal Golf Course

C. EQUIPMENT USED

1. Computers
2. Calculators
3. Scissors, pens, pencils
4. Vacuum cleaners
5. Cash registers
6. Phones and 2-way radios

D. JOB LOCATION

801 N. State St., Mishawaka, IN 46544; Eberhart Golf Course

E. PHYSICAL REQUIREMENTS

Employee must be able to stand, sit, lift, type, and talk

F. ENVIRONMENTAL/WORKING CONDITIONS

Mostly inside the golf shop of the clubhouse in a climate-controlled building. Occasionally there might be outside work in extreme heat or cold conditions.

G. ESSENTIAL FUNCTIONS OF THE JOB

Must be able to provide outstanding customer service while being able to multi-task. Also includes taking tee time reservations over the phone and on the computer as well as checking in golfers via the computer software program. Also, be able to use a cash register and calculator.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Dusting
2. Cleaning
3. Fold golf shop merchandise
4. Lifting pop and water into the cooler
5. Vacuuming
6. Daily accounting functions.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Must be able to speak clearly and confidently to customers
2. Computer knowledge is a must
3. Adding and subtracting and basic accounting functions is a must
4. Computer applications include; GolfNow Software, Excel and word.

J. QUALIFICATIONS:

1. Golf knowledge preferred but not a requirement
2. Outstanding customer service.
3. Must have a valid liquor license.
4. Must have a Safe Serve Certification
5. Valid driver's license.