

PARKS AND RECREATION DEPARTMENT

A. JOB TITLE - STARTER/RANGER

B. DEFINITION

To be of service to golf patrons by promoting swift, orderly play and enforcing the rules of the course. This position reports to the Director of Golf.

C. EQUIPMENT USED

1. Electric golf cart
2. 2-way radio
3. Clipboard
4. Pens and pencils

D. JOB LOCATION

Work time is spent outdoors on and around the Eberhart-Petro Golf Course, maintenance buildings and clubhouse.

E. PHYSICAL REQUIREMENTS

Employee must be able to stand, walk, bend, stoop, push, enter and exit cart frequently, and sit for extended periods.

F. ENVIRONMENTAL/WORKING CONDITIONS

Employee works outside in spring, summer and autumn weather including intense heat and sun, rain, wind and cool temperatures.

G. ESSENTIAL FUNCTIONS OF THE JOB

To assist golfers in teeing off and obtaining carts.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Collect golf and cart receipts at tee and check date
2. Record number of receipts collected in starter book once daily
3. Inform golfers when to tee off
4. Form foursomes for quicker play
5. Inform golfers of problems on the course
6. Keep carts in order

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of golf rules
2. Ability to read and write
3. Ability to work efficiently with co-workers
4. Ability to communicate effectively with patrons

Employee Signature

Date

Department Manager

Date