
Employee Name (Please Print)

Date

Pine Mountain Club Property Owners Association
Job Description

Job Title: Pro-Shop Attendant
Department: Pro Shop
FLSA Status: Non-Exempt
Reports to: Golf Shop Manager
Approved by: General Manager
Approved date: 6/10

SUMMARY

Handles all activities in the pro-shop & golf course for Members and their guests.

WORK HOURS

Part time. Hours to be determined at time of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Opens and closes pro-shop
- Processes green fees cart rentals and driving range
- Sells merchandise
- Assists members and guests with all inquiries regarding rules and regulations
- Opens and closes register/balancing till
- Maintains pro-shop in orderly fashion
- Pick and stock driving range
- Clean and charge golf carts
- Attends safety meetings
- Complies with safety/health work practices
- Maintains satisfactory attendance record
- Performs tasks as required by Management

SUPERVISORY RESPONSIBILITIES

None

Employee Initials_____ Depart Mgr Initials_____

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/.or EXPERIENCE

High School education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a current California Driver's License and good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

TOOLS & EQUIPMENT USED

Cash register, PC, adding machine, photo copier, range ball picker & ball washer.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Department Manager

Date

Employee Initials_____ Depart Mgr Initials_____