



Job Description

Job Title:	Seasonal/Summer - Golf Course Cashier
Reports To:	Clubhouse Manager
Location:	Atwood Homestead, Ledges, Macktown Golf Courses
FLSA Status:	Seasonal/Nonexempt (Hourly) (approximately 32 weeks)
Starting Wage:	\$12+/hour, commensurate with experience
	Amenities include free golf/cart rental, camping and shelter rental

PURPOSE. Registers golfers for play; rents District golf carts; sells golf merchandise; operates computerized point of sale system; performs all duties in a helpful and courteous manner. Work hours may vary, and may include weekdays, evenings, weekends and holidays. A forty-hour work week is not guaranteed, depending on weather conditions and workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Responsible for opening and closing the clubhouse golf shop.
- Registers golfers and schedules foursomes in specific time slots.
- Rents District golf carts.
- Sells a variety of golf supplies, apparel, and equipment.
- Records daily log of playtimes and revenue sources.
- Maintains and cleans all areas of the clubhouse, including golf shop, locker rooms and restrooms.
- Works closely with outside attendants to ensure the highest level of services are being provided to our customers.
- Prepares nightly end-of-shift reports, bank deposits and transmits paperwork to District office.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes all other duties as assigned.

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must be at least 18 years old and have a valid driver's license.

KNOWLEDGE REQUIRED FOR THE ROLE. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must always be courteous and diplomatic with the public. Ability to work effectively and safely.

EDUCATION and/or EXPERIENCE. High School diploma or general education degree (GED) required. Previous cash handling experience preferred, but not required. Familiar with the rules of golf and golf etiquette preferred.

MACHINES, TOOLS, AND EQUIPMENT. Operation of golf cart, computerized point of sale system.

PHYSICAL DEMANDS. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT. Works in a normal golf clubhouse and merchandise shop environment.

THE FOREST PRESERVES OF WINNEBAGO COUNTY
IS AN EQUAL OPPORTUNITY EMPLOYER