



Job Description

Golf Course Assistant

Pay Grade: G03

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year of related experience.

Minimum Education Requirements: High School Diploma / GED

Department: Golf

Direct Supervisor: Golf Course Director

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Golf Club House.

Certification: Valid State of Florida driver's license.

Job Summary: Performs clerical and cashiering work in registering and starting golf players at the golf club. Additionally, assist with duties of Operations Coordinator and Lead Assistant

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist Operations Coordinator and Lead Assistant in Scheduling
- Assist Operations Coordinator and Lead Assistant with training new golf course attendants.
- Assist with on-site retail store.
- Inform the public regarding golf club operations, course rules, memberships, and tournaments.
- Assist Lead Assistant with Tournament operations.
- Assist in reconciling cashier drawer.
- Assist Operations Coordinator with Volunteer Marshal Program
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles, procedures, tools, and equipment used to maintain a golf club.
- Turf, rules of golf, and general golf club operations.
- Administrative functions of golf club and golf club operations.
- Advanced principles of business administration and their application to golf club administration.
- City's Recreation functions, policies, and procedures.

Skills

- Written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.



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Abilities

- Establish effective working relationships with employees, other departments, public officials, other agencies, and the general public.
- Organize and prioritize work and projects.
- Keep accurate records and make timely written reports.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date