EMLOYMENT OPPORTUNITY
GOLF ASSISTANT I/II – PART TIME– SIMI HILLS
(GOLF SHOP ASSISTANT)

THE POSITION

This position, which is primarily outdoors, falls under the supervision of the Golf Course Operations Manager and Shop Supervisors, and is responsible for providing golf cart service and/or maintaining driving range facilities at the Park District’s two golf courses, as well as other tasks as assigned. Providing clean and well-maintained power golf carts to customers, collecting, sorting and cleaning practice golf balls on the driving ranges and assisting customers as directed by management are key components of this position. Daily shifts range from 3 to 8 hours, and employees typically work 3-5 days per week. Some shifts may start as early as 5 am and other shifts end at 10 pm in peak summer periods (shorter in the winter) and include all weekends and holidays, as courses are open daily, year-round.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Providing a welcoming environment to guests as they arrive at the course. This includes, but is not limited to:
  - Welcoming guests as they enter the clubhouse
  - Accepting and processing customer payments for golf, merchandise and range balls, as well as special event payments
  - Reserving tee times for guests who contact the course in person or by phone, as well as adjusting reservations as requested or required.
  - Answering phone calls in a professional manner and providing accurate and appropriate information in a timely and friendly manner
  - Keeping the golf shop neat and organized, including dusting, vacuuming, organizing and rotating inventory and stock
  - Maintain special signage around the clubhouse
  - Monitoring hourly bathroom checks
  - Monitoring bag drop if/when established

- Monitor pace of play and react to pace of play issues to assure no more than 4.5 hour pace of play.
- Monitor cart/range attendant activities and performance. Assure that attendants are actively engaged in their assignments and assign additional tasks as needed.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires the ability to read and understand written instructions, with strong command of English – both written and oral. Must exhibit attention to detail and focus on cleanliness; use good judgment in carrying out written or oral instructions. Experience with cash and credit card transactions and very good/excellent computer skills. Energetic personality with very good telephone manners.

License / Certification: Graduation from high school or equivalent, a valid California driver license and a good driving record are required.

PHYSICAL ACTIVITY REQUIREMENTS

Position requires standing or walking 90% of the time or more; frequent lifting and carrying loads to 30 pounds and occasional pushing/pulling loads to 50 pounds; occasional lifting to 50 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, working on rough or uneven terrain; occasional crawling and the necessary dexterity for handling and operating office/retail equipment.

11/18