



**THE TOWN OF GYPSUM** is accepting applications for a **FULL-TIME SEASONAL GOLF SHOP STAFFER**. \$11-\$13/hr. DOQ. Assist customers and other office/shop duties. Detailed job description and employment app. available at [www.townofgypsum.com](http://www.townofgypsum.com) or 50 Lundgren Blvd., Gypsum 8am-5pm/M-F.



## Town of Gypsum Job Description

**Position:** Golf Shop Staffer  
**Department:** Golf Course  
**Benefits:** No  
**Update:** February 16, 2017

### **SUMMARY**

Golf Shop staff are responsible for greeting customers as they sign in to play golf. They assist in the opening & closing duties of the golf shop, provide outstanding service to all players and manage a clean, accurate tee sheet. Golf shop staff collect green fees, seasonal dues and are responsible for the cleanliness, stocking and security of the Pro Shop.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Golf Course Assistant Professional and the Golf Course General Manager.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **WORK ENVIRONMENT**

While performing the essential functions of this job, the employee is exposed to outside weather conditions including high temperatures and is occasionally exposed to moving mechanical parts. Employee must be able to frequently walk, sit, stand, bend, stoop, kneel, and crouch. Must be capable of lifting 25 lbs regularly; up to 50 lbs. occasionally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Duties may include but are not limited to the following. Other duties may be assigned.

- Answer and direct all incoming calls, take messages and deliver when appropriate.
- Greet and direct all visitors; ask all players to sign in.
- Inform players of course conditions (cart path only, reason for brown patches, etc).
- Assist with golf car rentals as needed.
- Maintain a constant presence in the golf shop.
- Empty trash throughout the golf shop and offices daily.
- Dust golf shop, clean, stock, ensure all surfaces and displays are clean and attractive.

- Liaison between Tournament staff, Player assistants, Starter and General Manager. Communicate effectively and coordinate information between all areas of the golf operation.
- Serve as a general source of information to players and visitors.
- Enforce all rules and regulations governing the use of the golf course, golf carts and other golf facilities.
- Maintain friendly professional appearance and demeanor at all times.
- Immediately notifies supervisor if a customer is unhappy, if there is a problem on the course and reports all incidents and injuries to supervisor.
- Responsible for maintaining a clean and safe working environment, with continual emphasis on promoting employee health and safety.
- Assists in training colleagues in proper safety techniques.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- High School Diploma or equivalent (GED). One to three months related experience and or/training; or equivalent combination of education and experience.
- Present a positive, professional image.
- Strong communication skills, self-motivated, and customer service oriented.
- Reliable and predictable attendance.
- Speak, read and write English fluently.
- The game of golf and its rules and regulations; golf facilities and equipment; golf course promotion and marketing; basic computer operations.

**EXPERIENCE**

Basic knowledge and understanding of typical golf course procedures is desirable.

**TRAINING**

Willingness to learn.

**SPECIAL REQUIREMENTS**

Ability to physically lift and carry golf balls and range ball cases.

Ability to lift 25 lbs. regularly; up to 50 lbs. occasionally.

Ability to operate golf carts.

Age 16, valid Driver’s License or ability to obtain, with a clean motor vehicle record.

**TOOLS AND EQUIPMENT USED**

Golf carts, driving range ball machine and power washer.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

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**Employee Signature**

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**Date**