



INITIAL POSTING: APRIL 8, 2019

DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: Pro Shop Cashier/Clerk

DEPARTMENT: Resort

SUPERVISOR: Pro Shop Manager

LOCATION: Golf Pro Shop

EMPLOYMENT: Full-Time (Seasonal – Ineligible for Benefits)

PAYRATE: Pay Grade 4 (\$9.00 - \$10.97 per/hr. D.O.E.)

DESCRIPTION:

The cashier will be responsible for engaging customers, setting up tee time reservations for members, non-members, and tournaments; collecting retail and fee sales, ensuring cleanliness of pro shop and carts. Pro shop cashiers will assist in coordinating tournaments, specified by Pro Shop Manager.

RESPONSIBILITIES:

- Acknowledge and greet customers in a timely manner.
- Maintain a neat and attractive pro shop.
- Provide excellent guest service through active guest engagement and positive attitude.
- Answer phone in a timely and positive manner by following the script and prompts provided.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Exchange and reconcile monies in the pro shop including cash, coins, cards, and coupons/certificates.
- Schedule accurate tee time reservations for individuals or groups and informs them of course rules.
- Works in assigned area at the golf pro shop.
- All employees must be flexible and assume other responsibilities and task as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED.
- Strong mathematical skills.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.
- Must be able to maintain a valid gaming license.
- Must pass background checks and other pre-employment screenings.

PREFERRED QUALIFICATIONS

- 1+ year in money handling experience.
- 1+ year experience in the hospitality (Casino or Pro Shop) industry.
- 1+ year experience in a casino setting.

PHYSICAL REQUIREMENTS

- Ability to work in a primarily sedentary environment with frequent standing and sitting.
- Ability to work in a smoking environment.
- Ability to lift up to 5 pounds.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our mission is to provide an exceptional and memorable experience to every guest, every time. Each team member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): 12/27/2016

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