

## **GOLF COURSE ATTENDANT – PART TIME**

Department: GOLF

FLSA Status: Non-Exempt

**Job Summary:** Provides administrative services to the Giddings Municipal Golf Course Club House in whatever way necessary to facilitate smooth daily operations. Job requires a flexible work schedule

**Supervision Received:** Work is performed under the direction of the Golf Course Club House Manager

**Supervision Exercised:** None.

### **Essential Job Functions:**

- Assist in the management of hall rentals/reservations.
- Assist in ordering and maintaining inventory of snacks, drinks, and other items.
- Maintain accounting records using QuickBooks
- Works as cashier during normal business hours
- Balance cash drawer and make bank deposits as needed
- Ensures that the hall and clubhouse are kept clean inside and out.
- Performs other duties as necessary to maintain the appearance and daily operations of the course.

### **Other Job Functions:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

### **Minimum Qualifications:**

Knowledge, skills, and abilities required:

- Knowledge of general business management principles, basic accounting principles, and basic computer usage including but not limited to the use of Microsoft Applications and QuickBooks
- Skills in interpersonal relations, phone etiquette, and organization.
- Ability to maintain effective working relationships.
- Ability to maintain records of inventory.
- Ability to multi-task.
- Ability to lift moderately heavy items, operate a cash register, and communicate effectively with the public.
- Be TABC Certified or acquire certification within ONE MONTH of being hired.

**Qualifying Education and Experience:**

High school diploma or GED.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified experience requirements.