

## **GOLF SHOP ATTENDANT**

### **PURPOSE AND NATURE OF WORK**

This is clerical and sales work of a routine nature at a golf course. Work involves selling merchandise, renting equipment and lockers, collecting green fees, record keeping, and related public contact work. Work is performed under general supervision.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Issues golf carts; assists in putting out and taking in golf carts as needed. Collects green fees, rents equipment and lockers, etc. Keeps records of appointments for golf lessons; assigns starting times; answers telephone; etc. Sells golf supplies; cleans and stocks shelves; reports items that need to be recorded; records and reports the sale of merchandise.

Balances cash register transactions. Prepares daily deposit reports.  
Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Some knowledge of the rules and etiquette of golf.  
Some knowledge of golf course operations including golf shop sales and scheduling starting times for players.  
Knowledge of golf equipment and supplies.  
Ability to follow oral and written instructions.  
Ability to maintain good relationships with the general public.  
Ability to keep accurate cash receipt records and reports.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school, experience as a sales clerk and some knowledge of golf and golf merchandise; or any equivalent combination of training and experience.