



## POSITION DESCRIPTION

### Golf Range Shop Assistant

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**Position** ..... Golf Range Shop Assistant  
**Department/Site** ..... Fiscal Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Enterprise Services Manager  
**Salary Range** ..... 24

#### **Summary**

Supports Golf Range operations by assisting customers with rental and purchases of balls, equipment and food items, operating a cash register to perform transactions, and displaying merchandise to preserve quality and enhance sales.

#### **Essential Duties and Responsibilities**

- Operates cash register and assists customers with renting and purchasing items from the Golf Shop. Verifies checks and processes credit card purchases.
- Receives merchandise and places into stock, golf equipment, merchandise, and food items designated for resale.
- Monitors stock levels and restocks shelves with books and supplies when needed.
- Recommends merchandise based on feedback from customers. May contact established vendors to fulfill inventory levels.
- Participates in beautification and general maintenance of store and tee areas, sweeping, vacuuming, dusting and re-arranging stock as needed to ensure merchandise is properly presented.
- Collects range balls and baskets from tee areas and fairways. Cleans range balls and replenishes stock available for rental.
- May provide orientation and training to student workers.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

- **Knowledge and Skills**
  - Requires a basic knowledge of the sport-oriented operations, policies, and procedures.
  - Requires well-developed cashiering and computer data entry skills.
  - Requires basic knowledge of golf equipment offered for resale.
  - Requires operational knowledge of general retail office equipment.
  - Requires sufficient arithmetic skills to add, subtract, divide, and calculate percentages.
  - Requires a basic understanding of stock replenishing and buying.
  - Requires a basic knowledge of merchandising techniques, including point-of-sale, that enhance customer purchases.
  - Requires sufficient human relations skill to engage customers to purchase merchandise and convey technical information.
- **Abilities**
  - Requires the ability to perform all of the duties of the position efficiently and effectively, with minimal supervision.
  - Must be able to operate golf ball retrieving and cleaning equipment and retail office machines including software programs designed for retail support and transactions.
  - Requires the ability to work closely with other staff to accomplish the overall objectives of the store.



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- Must be able to assume tasks of other staff members in their absence or at periods requiring assistance.
- Must be able to perform arithmetic calculations rapidly.
- Requires the ability to work varying schedules.

#### **Physical Abilities**

- Requires sufficient ambulatory ability to stand, lift, and place light-to-medium weight items (under 50 pounds) onto shelves or displays on a continuous basis.
- Requires sufficient hand-eye coordination to use a small vehicle with special hand controls and computer keyboard, cash register and/or 10-key adder at an advanced rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person.

#### **Education and Experience**

- A high school diploma, or the equivalent, and two years of retail experience.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors and outdoors where some safety considerations exist from physical labor and moving objects.