



POSITION DESCRIPTION
SEASONAL PRO SHOP ATTENDANT/BARTENDER, GOLF COURSE

PURPOSE, SCOPE AND WORKING RELATIONSHIPS: The Seasonal Pro Shop Attendant/Bartender assists in the daily operations and maintenance of the Golf Course Pro Shop and Clubhouse, to meet and greet all golfers, guests and the general public in a courteous manner, and make sales as required. The Seasonal Pro Shop Attendant/Bartender is normally employed for six months between April and September.

Reports to: Golf Course Manager
Assistant Superintendent
Clubhouse Supervisor

Supervision: None

DUTIES AND RESPONSIBILITIES:

- Safely and efficiently assists in the operations of the pro shop under the direction of the Manager, Assistant Superintendent and Clubhouse Supervisor, ensuring guests, members and the public have an excellent experience.
- Pro Shop duties include:
 - Opens and closes the pro shop utilizing check off lists;
 - Operates a cash register, credit card machines, prepares balance sheets at the end of the day;
 - Assists the public, members and guests of the Golf Course as needed;
 - Answering the telephone;
 - Scheduling tee-times and golf cart reservations;
 - Monitoring play when no starter is on duty and performs starter duties as needed;
 - Restocks pop cooler in pro shop, and maintains an accurate inventory of all golf equipment, candy and pop in pro shop.
- Performs general bartending duties including:
 - Verifying customers' identification and confirming they meet legal drinking age;
 - Prepare alcohol and non-alcohol beverages, including mixing ingredients to prepare cocktails;
 - Assesses customers' needs and makes recommendations;
 - Complies with all food and beverage regulations;
 - Restocks, rotates and maintains accurate inventory of bar supplies;
 - Operates a beverage car on the golf course.
- Interacts with customers by taking orders and serving snacks and drinks; buses tables and washes dishes as needed; and prepares simple menu items, [i.e. hot dogs, pizzas and cold sandwiches], in the absence of the Cook and Clubhouse Supervisor as needed.
- Performs general interior and exterior maintenance activities in and around the clubhouse including the following tasks:
 - Sweeping, mopping and vacuuming rugs floors, sidewalks and decks;
 - Emptying wastebaskets and garbage cans;
 - Cleans, disinfects and maintains restrooms.

- Performs, assists or in the absence of the Golf Course Attendants, performs the following:
 - Rotates, puts away and washes all golf carts and ensures all carts are charged;
 - Picks up range balls, washes and separates golf balls, puts in golf balls, and cleans range ball area.
- Follows all established safety procedures and precautions including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and assures that work or assignment areas are clean and equipment are properly cleaned and stored before leaving on breaks, end of workday, etc.
- Performs other duties when assigned or when necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of modern office methods, procedures and equipment.
- Knowledge of the game of golf.
- Ability to be mobile in a variety of work environments including climbing steps, ramps and ladders; entry on confined spaces; possess sufficient physical strength and ability to perform lifting and moving materials and equipment; to reach overhead and bend down to complete tasks needed.
- Ability to lift 50 pounds.
- Ability to operate a cash register and credit card machine; and give change correctly and accurately.
- Ability to work rotating shifts, weekends and holidays on short notice.
- Ability to keep the pro shop and bar organized, stocked and clean.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.
- Ability to operate a personal computer and various software applications.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Must be 18 years old or older.
- Possession of a valid State of Minnesota driver's license.
- Must be able to lift 50 pounds.
- Must be able to work rotating shifts, weekends and holidays.
- Attend Responsible Beverage Serving training.