

## PRO SHOP ATTENDANT

The City of Carlsbad is accepting applications for the position of **Pro Shop Attendant** at the Lake Carlsbad Municipal Golf Course. This position is part-time requiring flexible working hours including evenings, holidays and weekends. Responsible for sale of pro shop items, collection of fees, registrations of players and assigning tee times to golfers at the Lake Carlsbad Golf Course.

Responsible for working with the Golf Pro in overseeing the operation of the Pro Shop at the Lake Carlsbad Golf Course. Runs the front counter of the Pro Shop. Responsible for collecting monies for fees and Pro Shop merchandise. Ensures that the Pro Shop is clean and presentable to the public at all times.

Responsible for ensuring golf carts are pulled out at the start of each day. Answers the phone to take starting tee time reservations. Maintains daily records and reports. Responsible for preparing nightly bank deposits. May prepare or assist in the reconciliation for all Pro Shop monies and fees collected. Performs related work as needed. Other job duties as assigned.

Knowledge of basic bookkeeping practices and procedures. Knowledge of the rules, regulations and etiquette of the game of golf.

Ability to establish and maintain effective working relationship with staff and public. Ability to understand and follow oral and written instructions, rules, regulations, policies, procedures and guidelines.

Ability to work evenings, weekends, holidays, and on-call as needed. Ability to lift and/or move items weighing up to 50 pounds. Skill in responding tactfully and courteously to customer inquiries and complaints.

Qualifications: Completion of high school or GED certificate. Must have six (6) months work experience dealing with the public. Previous golf course experience preferred. Must have an excellent work history to include dependability and stability.

Starting base hourly rate will be \$10.00. This position is part-time working up to 19.5 hours per week as needed.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications must be received no later than January 26, 2018.

EOE M/F/V/D