

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 golf shop items, collection of fees, registrations of players and assigning tee times to golfers at the Lake Carlsbad Golf Course; performing unskilled or semi-skilled labor of routine difficulty in order to present a professional and positive image of the Lake Carlsbad Golf Course while attending to the needs of the golfers.

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

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.

Responsible for maintaining and organizing the fleet of golf carts at the Lake Carlsbad Golf Course, ensuring golf carts are clean, safe, and properly prepared with a pencil and scorecard. Responsible for ensuring golf carts are pulled out at the start of each day. Answers the phone to take starting tee time reservations.

Responsible for cleaning and maintaining the Lake Carlsbad Golf Shop facility. Picks up trash in and around the facility. Retrieves and washes range balls for the next day of business.

Performs related work as needed. Other job duties as assigned.

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

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. Ability to perform manual labor requiring physical exertion. Ability to work outside for extended periods of time.

Skill in responding tactfully and courteously to customer inquiries and complaints.

Qualifications: Must be at least 21 years of age. Completion of high school or GED certificate. Must have six (6) months work experience dealing with the public. Must be able to acquire NM Alcohol Servers License. Previous golf course experience

preferred. Must have an excellent work history to include dependability and stability.

Starting base hourly rate will be \$23.54. 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 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until position is filled.

EOE M/F/V/D