

CASHIER - GOLF COURSE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Golf Course Manager, this seasonal position, is responsible for the collecting, recording, and the issuing of receipts for all fees collected on a golf course. Occasionally acts as Starter or Ranger as needed. This position differs from other cashier positions in that it entails partial supervision of a number of employees in the absence of the Golf Course Manager. The work schedule is controlled by the change in daylight hours during the operating season and requires irregular working hours and weekend attendance. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates a cash register, collecting a fixed fee for tickets and makes change;

Gives a receipt for fees collected, or for each round played by those with Season Permits, and assigns a starting number;

Insures that golfers register properly for each round played.

Maintains simple records and prepares simple reports;

Acts as assistant to Golf Course Manager and in his absence is charged with enforcement of the rules and regulations of the Department pertaining to golf course operation;

Inspects periodically food and refreshment concessions to ensure standards are maintained. in the absence of the Golf Course Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern cashier practices and cash register operation; good knowledge of cash control and simple record keeping; good knowledge of arithmetic; familiarity with rules of golf and regulations set up by the Department; ability to do routine repetitive work with a high degree of accuracy; ability to carry out oral and written instructions; ability to deal graciously but firmly with the public; ability to supervise the work and business conduct of other employees; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum qualifications.