

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9779

LEAD CLUBHOUSE ASSISTANT I

NATURE OF WORK

This work involves assisting in the operation of a nine hole golf course clubhouse.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Schedules tee times and receives fees for course play and cart rentals.

Maintains accurate records of receipts and disbursements, reconciles the cash registers, prepares bank deposits, and prepares corresponding daily reports.

Opens the facility to begin the work day or closes it as scheduled.

Assists the Golf Caretaker I in the conduct of golf clinics.

Provides customer assistance and responds to inquiries and complaints.

Cleans the facilities and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the rules and the play of the game of golf.

Ability to operate a cash register and make correct change.

Ability to maintain accurate records of receipts and disbursements and to reconcile the facility's books each day.

Ability to determine and maintain current records of players' handicaps.

Ability to communicate effectively with workmates and the public.

Ability to understand written and oral instructions.

Ability to move about the facility from 80 to 100% of the workday.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Cash Register

Calculator

Telephone

Public Address System

Golf Cart