



## Freeport Park District

### Job Description

**Job Title:** Park Hills Golf Course Pro Shop Attendant/Starter

**Department:** Park Hills Golf Course

**Reports To:** Golf Course Manager/Golf Pro

**Starting Pay:** \$15.00 / hour

**SUMMARY:** Provide excellent customer service while supporting daily golf course and pro shop operations, including supervision, cash handling, and tee time management.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet and assist golfers in a courteous, professional manner
- Support the Golf Pro and Golf Superintendent; supervise driving range attendant
- Manage tee sheets and pace of play; ensure correct groups are on deck
- Enforce course and clubhouse rules and regulations
- Process all fees and merchandise sales; issue receipts and balance cash drawer
- Operate computer systems for transactions, usage tracking, and daily reports
- Perform opening and closing procedures, including alarm system operation
- Maintain cleanliness and organization of the pro shop and counter areas
- Promote outings, restock merchandise, and assist with basic risk management tasks

#### QUALIFICATIONS

- High school diploma or GED
- Valid driver's license
- Knowledge of the game of golf
- Strong customer service and cash-handling skills

#### SKILLS & ABILITIES

- Basic computer, math, and recordkeeping skills
- Ability to follow written and verbal instructions and exercise sound judgment

#### WORK ENVIRONMENT & PHYSICAL DEMANDS

Indoor/outdoor setting with moderate noise; requires standing, walking, bending, and light physical activity.