



Department: Battlefield Golf Club
Position Title: Assistant Golf Shop Attendant
Reports to: Head Shop Attendant
Supervises: None
Classification: Part Time

Position Summary: Responsible for daily operations in the Pro Shop.

Work is performed under the general supervision of the Head Pro Shop Attendant and Director of Golf. This position requires minor physical labor. The role of this position is to assist the with execution of daily golf operations. Job duties include, but are not limited to:

- Responsible for proper charging of members and guests at the point-of-sale.
- Communicate and respond to members and guests in a friendly manner.
- Complete T-Sheet as follows: Member and Guest's name and description.
- Record the appropriate charge for the day.
- Take reservations for County parks.

- Display merchandise with the assistance of golf professional.
- Clean the golf shop.
- Keep daily guest logs for the tracking of members and guests.
- Be a salesperson out on the floor of the golf shop for the sale of merchandise.
- Assist staff in the enforcement of club rules and regulations.
- Be familiar with membership and management changes.

- Be responsible for returns from members and guests.
- Assist with all tournament operations.
- Manage the golf shop in the absence of the Head Golf Shop Attendant

Knowledge, Skills and Abilities: Thorough knowledge of daily golf operations and a friendly and positive attitude towards guests and employees.

Education and Experience: Any combination of education and experience equivalent to graduation from high school and extensive experience in or around the game of golf.

Special Requirements: Possession of an appropriate driver's license valid in the Commonwealth of Kentucky.

General Physical Requirements (Based on average workday essential functions)

Please check ONE description of general physical requirements that best represents the job duty requirements of the position:

A. Sedentary work: May be required to exert a nominal amount of force to lift, up to, 10 pounds and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work consists of spending most of the time sitting; walking/standing are only required occasionally on a situational basis.

B. Light-Work/Light-Duty: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the exertion of force



required by the job duties exceeds that of Sedentary Work and the worker still spends most of their time seated, the job is characterized as light-work/light-duty.

- C. Medium-Duty:** May be required to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. On a more regular basis, the worker may be required to constantly exert up to 10 pounds of force to move objects.
- D. Heavy-duty:** May be required to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently. On a more regular basis, the worker may be required to exert up to 20 pounds of force constantly to move objects.
- E. Very Heavy-Duty:** May be required to exert more than 100 pounds of force occasionally, and/or in excess of 50 pounds constantly to move objects.

Use the following checklists to analyze the demands of the particular job listed at the top of the page. In order to assess the extent to which an activity is required in the job, rate each activity on a scale of 1-5. Place the score in each designated blank next to the activity. Refer to the rating scale provided below as a guide to correctly filling out the checklist.

Rating Scale:

1	2 (Minor)	3 (Moderate)	4 (Moderately-High)	5 (Major)
Activity or condition is rarely present, if at all.	Activity or condition is a minor requirement that exists less than 25% of work time.	Activity or condition exists on a more frequent basis between 25%-50% of work time.	Activity or condition exists very frequently and constitutes a significant portion of the job. Exceeds 50% of your worktime.	Activity or condition is a major work function and is constantly required or present on a daily basis and exceeds 75% of your work time.

Physical Demand (based on average workday)

	<u>Rate</u>		
Standing	<u>4</u>	Working above shoulder/chest level	<u>1</u>
Walking	<u>3</u>	Working below waist level	<u>1</u>
Sitting	<u>2</u>	Repetitive gripping (full hand)	<u>1</u>
		Turning/Twisting	<u>1</u>
Lifting	<u>2</u>	Bending at the waist	<u>1</u>
Carrying	<u>2</u>	Kneeling/crouching	<u>1</u>
Pushing/Pulling	<u>2</u>	Typing/Keyboard	<u>4</u>



		Handwriting	<u>2</u>
Stairs	<u>1</u>	Telephone Use	<u>5</u>
Ladders	<u>1</u>	Other _____	_____ % _____

Comments:

Completed by: Gary Vanderoef Date: 5-10-2021