



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Pro Shop Attendant

DEPARTMENT: Golf Course

RATE CLASS: Non-Exempt

REPORTS TO: Director of Golf

SHIFT: Hourly

EDUCATION AND

EXPERIENCE: Must be 18 years or older. Must have dependable transportation to and from work.

JOB SUMMARY:

Pro Shop Attendant will help customers daily and operate register. Pro Shop attendant must have professional customer service skills and must be able to multitask between the different areas of the Pro Shop.

Other Qualifications:

Language Skills:

Ability to read and write; ability to effectively present information and respond to questions from customers, and the general public.

Mathematical Skills:

Must have the ability to calculate figures and amount using basic mathematical skills.

Reasoning Ability:

Must have the ability to solve practical problems; ability to interpret a variety of instructions-furnished in written, oral, or diagram form.

Computer Skills:

To perform this job successfully, and individual should have knowledge of Database and Word Processing software.

TOOLS AND EQUIPMENT:

- PC
- Telephone
- Fax machine
- Cash register
- Copier

DUTIES & RESPONSIBILITIES:

- Regular and timely attendance at work is required
- Run cash register
- Count money
- Maintain clean Pro Shop
- Answer phones
- Pull out golf carts
- Anything pertaining to the job as directed by the supervisor

WORKING CONDITIONS:

- While performing the duties of this job, the employee is frequently exposed to the outdoors, in dry, hot, cold, wet, and/or humid conditions. The noise level in the work environment is moderately quiet.
- The employee in this position will be required to remain available for immediate call-in due to and natural or manmade disaster, or any other event the Director of Golf, and/or the City Manager deem necessary. ‘
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to type, write, handle, drive, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental: Ability to work under pressure, with time constraints, and with numerous distractions. Must be able to maintain good ethics, working relationships and public service skills in adverse circumstances. Must be able to comprehend and follow instructions, be a team player, self starter, and take initiative.

SECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, reference and criminal background checks, physical fitness and drug screens are required. In addition, job related tests may also be required. The Duties listed above are intended only as illustration of the various types of work that may be performed. The Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Freeport and the employee. All employee job descriptions, pay rates, and employment are subject to change at the discretion of the City Manager as the needs of the City change with or without notice.

The City of Freeport is an employment-at-will employer as defined under the Texas common law. As such, then employment relationship between the employee and the City is terminable at the will of either the City or the employee, with or without cause, at the time with or without notice, and for any reason.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date