

**Kenton County
Golf Courses
Pro-shop Assistant**

GENERAL NATURE OF WORK

- This is part-time skilled and unskilled work as a clerk in a golf course pro shop. An employee in this class is responsible for sales and customer service in a golf course pro shop. Duties are performed under very close supervision.

EXAMPLES OF DUTIES

- Sells golf supplies, clothing and equipment; collects green fees and rents carts.
- Inspects and maintains the condition of pro shop equipment, fixtures, furniture and facilities to insure their cleanliness, appearance and readiness.
- Reports and, if possible, solves complaints of guests.
- Operates various types of equipment including calculators and cash registers.
- Conveys to guest the rules of the county golf course including those pertaining to the use of carts and dress code.
- Performs other duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to get along with others in the work place and to respect their rights as individuals.
- Ability to communicate verbally with individuals; ability to comprehend simple verbal orders and to perform the directed task.
- Knowledge and use of good telephone answering techniques.
- Ability to read and understand written directives and to follow written program instructions.
- Knowledge of safe work practices and ability to apply them in work day situations.
- Good working knowledge of standard office machines including calculator, copy machine, computer terminals and printers, typewriter, etc.
- Ability to work effectively on a daily basis with limited supervision.

DESIRABLE TRAINING AND EXPERIENCE

- Graduate of a standard high school or the equivalency, supplemented by work experience; or any combination of training and experience which provides the desirable knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a motor vehicle operator's license for types of equipment

- operated.
- Must be bondable.

PHYSICAL REQUIREMENTS

- Must be able to lift forty (40) pounds or more to a height of four (4) feet or more.
- Must be able to sit and/or stand for extended periods of time.
- Eye sight must be correctable to 20/20 vision.
- Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.