



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title: Golf Course ProShop Attendant
Reports To: Golf Course Operations Manager
Classification: Operations I
Salary Range: \$10.50 - \$18.90 hourly
FLSA Status: Part time Non-Exempt hourly
Location: Hillcrest Golf Course, Jamestown, ND 58401

Job Summary: Under the general supervision of the Golf Course Operations Manager of Jamestown Parks and Recreation the Golf Course ProShop Attendant will be responsible for the daily duties in the operation of the ProShop.

Essential Duties and Responsibilities:

- Responsible to know Alarm Code
- Count starting cash at beginning of shift.
- Unlock front and back doors.
- Put the Flag Up.
- Make coffee.
- Clean both bathrooms.
- Vacuum bathrooms and locker rooms.
- Water flowers on weekends.
- Clean rental clubs after use.
- Clean Spike cleaner.
- Bag Ice.
- Dump outside garbage containers in front of proshop (mainly weekends).
- Vacuum through-out the day proshop, bathrooms, locker-rooms.
- Clean all counters in the proshop and window sills.
- Fill golf balls in display case if needed.
- Clean windows Every Friday Morning.
- Check the till with another co-worker to make sure everything is Right ON before leaving.
- Vacuum proshop.
- Take out ALL garbage.
- Clean rental clubs after use.
- Make sure kitchen area is clean.
- Fill pop coolers and fill candy, chips when needed.
- Make sure range ball buckets have been returned.
- Make sure all rental carts are in and in the numbered spot and turned off.
- Take Flag down.
- Count the number golfers for that day and circle the number in the book.
- Lock all doors. Complete daily report.
- Take daily report to the office and deposit to the bank.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:**Education**

- HS Diploma

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

While performing the duties of this job, this employee is in an indoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports: None

AAP/EEO Statement:

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	
Date approved:	05/09/2022
Reviewed:	
Date:	10/23/2023