

# EMPLOYMENT OPPORTUNITY

## Job Posting

### The Position: Part Time Golf Clerk

Part time position: Approximately 20 - 24 hours per week

Salary: \$13.70 per hour commensurate with experience

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**General Purpose:** Perform a broad range of simultaneous duties as required in the Pro Shop as well as golf operations.

### Essential duties include but are not limited to:

- Tend cash register to ring up fees, merchandise and services in accordance with Barefoot Bay Recreation District Cash Handling Procedures
- Keep the shop clean, neat and orderly
- Punctual for shift
- Help with inventory control and sales records
- Assist golfers with requested items – signing up for lessons, waiting lists, club repairs, purchases, and special orders
- Assist in all aspects of the merchandising operation
- Be knowledgeable of all policies and procedures of golf course operations
- Must maintain a happy, friendly, smiling disposition
- Effectively communicate with golf operations staff to attain customer golf needs
- Enforce club rules in a friendly, helpful manner

### Peripheral duties:

Assist with other duties based on Golf operations needs

May serve as a member of various employee committees.

### Desired minimum qualifications:

#### *Education and Experience*

- Preferred knowledge of Point-of-Sale systems
- Must have strong computer skills and math skills
- Must have pleasant outgoing manner and enjoy working with the public.
- Must be a team player
- Must have high school diploma.
- Must have a command of the English language (reading, writing and speaking).
- Must have a thorough knowledge of golf etiquette.
- Must be able to lift up to 50 pounds.
- Must be able to drive a golf cart, clean golf carts, and park golf carts in line

**Selection Guidelines:** Formal application, rating of education and experience; oral interview and reference check. The following pre-employment job related tests will be required: Background check, Drug test and Lift test to 50 lbs.

**To Apply:** Employment applications are available on [www.bbrd.org](http://www.bbrd.org) or at the Administration Building (625 Barefoot Blvd). Forward completed application to [ltummolo@bbrd.org](mailto:ltummolo@bbrd.org), fax to (772) 664-7552 or deliver to 625 Barefoot Blvd.

**Barefoot Bay Recreation District is a Drug-Free Workplace and  
an Equal Opportunity Employer**

**Posted: May 3, 2024, ..... Closes: When filled**