



City of South Bend

Vacancy Announcement

Post Date: Tuesday, March 17, 2015

Closing Date: Until Filled

PRO SHOP CASHIER - ELBEL

Category: Part Time
Department: Parks
Reports To: Club Pro
Schedule: Varied schedule Sunday-Saturday, 5 AM-10PM based on operational needs.
Pay Rate: \$7.25-\$10.00/hr. (Non-exempt)

Position: **SUMMARY**
Performs routine clerical and cashier duties for the golf course pro shop.

SUPERVISION EXERCISED

Responsible for overseeing office functions and supervises staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Operates cash register, cash handling, and credit card machine.
- Maintains records of cash receipts.
- Collects and counts, and assumes responsibility for cash on hand.
- Receives and assists the public and answers questions.
- Makes tee time reservations.
- Records daily attendance at the golf course.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- High School Diploma or equivalent education preferred.
- Previous experience in cash handling preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of basic golf course timing
- Product knowledge of Shop Merchandise
- Working knowledge of City or County government a plus.

CERTIFICATES, LICENSE, REGISTRATION

- Valid Driver’s License required.

EQUIPMENT

Copier, facsimile machine, computer, cash register, telephone, calculator, credit card machine, golf cart, and portable radio.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. The employee is frequently exposed to wet and humid conditions. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required
Comprehensive Background Check Required