



City of South Bend

Vacancy Announcement

Post Date: Monday, July 20, 2015

Closing Date: Until Filled

PRO SHOP STARTER/RANGER- ERSKINE

Category: Part Time
Department: Parks
Reports To: Concession Manager
Schedule: Varied schedule Sunday-Saturday, 5 AM-10PM based on operational needs.
Pay Rate: \$7.50-\$8.50/hr. (Non-exempt)

Position: **SUMMARY**

The Starter is to be of service to the paying customer and the enjoyment of the golfer is of utmost concern. Representative of the Park Department and Recreation Commission and responsible for representing those departments as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Be friendly and courteous to all, but be firm in decisions; however, the starter must never argue with the public.
- Control the first and tenth tees.
- Know the policies that control play and the use of the tenth tee.
- Be prepared to distribute score cards and pencils whenever on duty.
- Use judgment as to when each group should start.
- Make announcements when the tees are clear of golfers.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Assume additional responsibilities as requested.

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.
- At least three years' experience in golf operations.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Working knowledge of City or County government a plus.
- Ability to work well with others.

CERTIFICATES, LICENSE, REGISTRATION

- Valid Driver’s License required.

EQUIPMENT

Golf equipment.

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 outside and 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