

City of Mission Job Description

Job Title: **Head Pro Shop Clerk**



Classification: **Non-Exempt**

Department: Golf Course

Division: Club House

Supervisor: Golf Director

Effective: November 4, 2022

I. JOB SUMMARY

The individual receives merchandise and process the merchandise in the Golf-Pro Shop and Snack Bar. The individual will be in charge of the golf and snack bar operations during assigned shifts. Compiles records of amount, kind, and value of stock or material on hand in pro-shop and snack bar. Counts stock material or merchandise on hand and posts totals to inventory records. Compares inventories taken by other workers with office records or computes figures from sales equipment. Verifies clerical computations against physical count of stock and adjusts errors in computation, counts, or investigates and reports reasons for discrepancies. Compiles information on receipt of disbursement of goods and computes inventory balance price and costs. Prepares reports of inventory balance price and shortages. Lists depleted inventory items. Make the daily deposits and all change needed for the pro shop and snack bar. Operate typewriter, computer, adding machines/calculating machines, copier equipment, and other office equipment. Update and maintain inventory records using computer terminal. Operate cash register, make change, and take receipts. Provide customer service to patrons of the golf course. Any other duties as assigned by Director.

II. EDUCATION REQUIREMENTS

- A high school diploma or G.E.D. is required.
- Computer knowledge in Microsoft Word, Internet, and E-Mail is required.
- Minimum of two (2) years' experience as cashier is preferred.
- Must be in possession of a neat and professional appearance and demeanor.
- Must have good communication skills for answering the phone and attending the general public.
- Must be able to communicate orally in the Spanish and English language.

III. EMPLOYMENT REQUIRMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.



- Applicant must have a current valid class "C" driver license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS

- The ability to interpret city policy and procedures as related to the job position and communicate with same to the general public, co-workers, and personnel.
- The ability to follow a firm work schedule as directed by supervisor.
- The ability to maintain and develop a good working relationship with the supervisor and co-workers.
- Ability to operate a typewriter, computer, adding machine, copier, and office equipment.
- Ability to make decisions based on verifiable criteria.
- Ability to produce work to precise tolerances or standards.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability of precision work in use of hand tools to produce specific standards.
- Ability to work different shifts as directed by the supervisor.

V. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- City vehicle, Personnel computer, Cash register
- 10 key calculator, Copy machine, Fax machine
- Telephone, 2 way communication radio, Golf cart
- Golf balls, Bucket, Golf clubs
- Computer mouse, Computer printer, Keyboard
- Personnel Policy Manual

VI. ESSENTIAL JOB FUNCTIONS

- Receives merchandise and prices the merchandise in the Golf-Pro Shop and Snack Bar.
- Compiles records of amount, kind, and value of stock or material on hand in pro-shop and snack bar.
- Counts stock material or merchandise on hand and posts totals to inventory records.
- Compares inventories taken by other workers with office records or computes figures from sales equipment.

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- Verifies clerical computations against physical count of stock and adjusts errors in computation, counts, or investigates, and reports reasons for discrepancies.
- Compiles information on receipt of disbursement of goods and computes inventory balance price and costs.
- Prepares reports of inventory balance price and shortages, and lists depleted items.
- Ability to operate typewriter, computer, adding machine/calculating, copier equipment, and other office equipment.
- Update and maintain inventory records using computer terminal.
- Operate cash register, make change and take receipts.
- Provide excellent customer service to patrons of the golf course.
- Perform all job functions with special attention to safety and city policies and procedures related to the job position.
- Works as a starter when directed by the Golf Director, does handicap and cleaning of pro-shop (dusting and vacuuming).
- Go to bank as needed to make deposit and make change.
- Purchase supplies for snack bar on an as needed basis
- Scheduled to work open-close shifts only to supervise daily operations
- Makes change for cash register from safe.
- Works holidays and week-ends.
- Perform other duties assigned by Director.

VII. NON-ESSENTIAL JOB FUNCTIONS

- Assist/run golf tournaments

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (none-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Extreme heat (non-weather)		X		
Extreme cold (non-weather)	X			
Outdoor weather conditions			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip a series of files and handle money from cash register. Fine finger dexterity is required to hand write notes and to post data in computer and cash register.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance	
LIFTING	Up to 5 lbs	O	Buckets of golf balls or books and binders	
	6-10 lbs	O	Boxes of shoes, shirts, shorts, hats, caps, balls, and golf clubs	
	11-20 lbs	O	Boxes of shoes, shirts, shorts, hats, caps, balls, and golf clubs	
	21-25 lbs	O	Boxes of shoes, shirts, shorts, hats, caps, balls, and golf clubs	
	26-50 lbs	O	Boxes of shoes, shirts, shorts, hats, caps, balls, and golf clubs	
	51-75 lbs	O	Golf clubs	
	76-100 lbs	N		
	Over 100 lbs	N		
	CARRYING	Up to 5 lbs	O	Buckets of golf balls, books, binders, merchandize, office supplies, golf clubs
		6-10 lbs	O	Buckets of golf balls, books, binders, merchandize, office supplies, golf clubs
11-20 lbs		O	Buckets of golf balls, books, binders, merchandize, office supplies, golf clubs	
21-25 lbs		O	Buckets of golf balls, books, binders, merchandize, office supplies, golf clubs	
26-50 lbs		O	Buckets of golf balls, books, binders, merchandize, office supplies, golf clubs	
51-75 lbs		N		
76-100 lbs		N		
Over 100 lbs		N		
PUSH/PULLING		Up to 5 lbs	O	Filing cabinet drawers, cash register drawers
		6-10 lbs	N	
	11-20 lbs	N		
	21-25 lbs	N		
	26-50 lbs	N		
	51-75 lbs	N		
	76-100 lbs	N		
	Over 100 lbs	N		

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Entrance stairs
STOOPING (bending at waist)	O	Display and pickup inventory
KNEELING (one or both knees)	O	Set up displays and selling merchandise
CROUCHING (bending at hips/knees)	O	Stocking merchandise on the sales floor.
CRAWLING	N	
REACHING	F	Merchandise, office equipment, supplies & telephone
TWISTING/TURN (rotation)	O	Using computers to credit card machine
HANDLING (manipulated objects)	F	Merchandise and office equipment and supplies.
STANDING	F	Sales associate, counter sales, greeting public
WALKING	F	Greet public
SITTING	O	Working on tournament signs, paperwork
FINGERING (finger dexterity)	F	Greet golfers, touch computer screen, pens, pencils, telephone, keyboard
GRASPING (whole hand activities)	F	Merchandise and office equipment and supplies.

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date