

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Golf Shop Attendant (Seasonal)

LOCATION: City of Ithaca - Golf Course

SALARY: \$13 - \$15/hour

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The Golf Shop Attendant promotes the game of golf and welcomes everyone with the highest level of hospitality and service and inclusion. They respond to inquiries and make tee-times for members and guests both in person and on the phone. The Golf shop Attendant assists in golf operations to ensure proper performance while following all daily procedures and policies.

RESPONSIBILITIES:

- ◆ Greet and check in customers
- ◆ Process sales of greens fees, cart rentals and merchandise
- ◆ Maintain accurate logs, tee times/reservations and visitor information
- ◆ Assign golf carts
- ◆ Assist golfers and customers with merchandise questions
- ◆ Ensure merchandise displays are maintained
- ◆ Maintain the cleanliness inside and outside of the clubhouse and golf shop
- ◆ Handle customer service requests of golfers and visitors in a professional manner
- ◆ Assist with merchandise inventory
- ◆ Assist with tournaments, leagues and outings
- ◆ Monitor weather for safety of players and visitors
- ◆ Perform opening and closing duties accurately and efficiently
- ◆ Proper cash handling procedures as well as making sure that all standards of operations are being met with attention to detail and accurate record keeping
- ◆ Monitor for course and facility safety and maintain a friendly environment at all times

PREFERRED QUALIFICATIONS:

- ◆ Must be outgoing and detail oriented
- ◆ Customer service with pos/ retail experience a plus
- ◆ Basic golf knowledge required
- ◆ High school diploma, GED or equivalent required
- ◆ Must be reliable

Continued on Back

APPLICATION MATERIALS REQUIRED:

- ◆ City of Ithaca application

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. Postmarks are not accepted. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by March 10, 2021:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539



Web site: <https://ithaca-portal.mycivilservice.com>

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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