



**Job Title:** Pro Shop Attendant (Part-Time)  
**Supervisor:** Pro Shop Manager  
**Pay:** \$12.50  
**FLSA:** Hourly  
**Location:** 100 Magnolia Ridge Drive, Liberty, Texas 77575

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### **Duties and Responsibilities**

Overview: Under the direction of the Pro Shop Manager, the Pro Shop Attendant helps with selling merchandise, collecting fees, assisting with tournaments and provides superior customer service to everyone at the Liberty Municipal Golf Course Pro Shop.

Essential Job Functions: Greet golf course patrons; operates a cash register; accepts cash and credit card payments; explains fee schedule to patrons; keeps accurate records for all transactions; maintains pro shop in an orderly fashion; organizes and displays pro shop merchandise; takes and maintains membership records; rents golf carts; assists customers at the driving range; performs custodial tasks in and around the clubhouse and pro shop including vacuuming, sweeping, mopping, dusting, window cleaning and other tasks; washes golf carts; answers telephone calls and emails; promotes and advertises the Liberty Municipal Golf Course; provides excellent customer service; attends meetings when needed.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Working Conditions**

Must be available to work 7:00 a.m. – 4:00 p.m., Tuesday thru Sunday and other times when necessary. Must be able to work weekends and overtime when needed. Works inside and outside in all kinds of weather; exposed to wind, noise, dirt, dust, heat, cold and various insects; requires standing, walking, sitting, stooping, bending, and lifting heavy objects. Part-time employees work a maximum of 29 hours per week.



## Minimum Essential Qualifications

Knowledge: Must have knowledge of the game of golf, including rules, regulations and etiquette; must have knowledge of golf tournaments and golf league operations; must be able to operate a computerized point of sale system; must be able to balance a cash register drawer.

Skills/Abilities: Must be able to use a computer and windows-based software, including Microsoft Office; must have strong verbal and written communication skills; must have strong customer service skills; must be a team player; must have strong organizational skills.

Physical Requirements: Constantly sees and hears; frequently drives golf carts, kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 50 pounds, holds, pulls and pushes objects weighing up to 50 pounds, climbs, squats, stoops, and crawls.

Education/Experience: *Required:* High School diploma or equivalent. *Preferred:* at least six (6) months experience working in a public or private golf course or six (6) months retail experience.

## Other

Must possess a valid Class C driver's license with a good driving record. Other state valid Class C driver's licenses with a good driving record will be considered. Texas state law requires within 30 days of residency. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

The City of Liberty may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.