



## Forest Preserve District of DuPage County JOB DESCRIPTION

Job Title: Seasonal Golf Assistant Ent

Job Code: 005M

Business Unit: Business Enterprises

FLSA Status: Non-Exempt

Manager Title: Golf Service Supervisor

Last Date Reviewed: September 24, 2018

### Job Purpose

This position assists in the functions and activities related to Golf Services.

### Essential Duties and Responsibilities

The District operates multiple locations, Maple Meadows in Wood Dale, The Preserve at Oak Meadows in Addison and Green Meadows in Westmont. Depending on business needs, work may involve assignments or responsibilities at other golf courses or facilities within the District.

- Operate the golf handicap service, and Point-of-Sale (POS), reservation, and phone systems; sell merchandise, snacks, beverages, and certificates; assist with coordination of pro-shop merchandise purchasing, pricing, and displays; organize and balance cash register.
- Enforce facility policies and procedures; provide customer service; coordinate flow of golf play; perform customer check-in; conduct tee-time reservation procedures.
- Participate in the opening and closing of the pro shop and clubhouse; secure doors; lock up premises; and activate alarm.
- Observe customer traffic patterns; anticipate upcoming needs and assist supervisor with tee-sheet and personnel scheduling adjustments to ensure efficient operations.
- Assist in planning, staging, scoring, and the execution of leagues and golf events; assist with golfer education and instructional programs.
- Help lead golf service staff and pro shop attendants in daily operations; may perform operations activities including starting, rangering, cart maintenance, and practice area maintenance.
- Maintain a clean retail environment and perform basic custodial tasks.
- Assist in recording inventories, compiling data, and preparing reports
- Perform other duties as assigned.

### Education and Experience Required

**Additional Information:** Must be 18 years of age or older at time of hire; possession of a valid driver's license.

**Requirements:** One (1) year experience in customer service or retail environment, including familiarity with golf course operations, and PGA level 1 training (or higher); or equivalent combination of training and experience.

**Preferred Candidate:** Should be interested in a career in the golf business, and available to work 35 to 40 hours per week during the golf season, June-November. Approx. 20-30 hours per week April-May.

**Physical Demands:** Ability to stand and walk for the length of a shift  
Ability to lift/move a minimum of 40 lbs. or more

Ability to transport carts and walk between cart storage and staging areas

**Work Environment:** Indoors and outdoors in all types of weather conditions in a golf facility setting

**Hours:** March 15 – November 15, 2020, Actual schedule of work is on an as-needed basis. Scheduled days and hours may vary and pause from time to time, or recur at regular intervals based on events and business operation needs. Scheduled days may include weekends and holidays, based on customer traffic and business needs.

**Special training or other license, certification, etc.:** Possession of the Beverage Alcohol Sellers and Servers Education and Training (BASSET) Program certification within 30 days of employment; ability to obtain the Illinois Food Handler Training and Certification within 30 days of employment; CPR/1<sup>st</sup> Aid – will train if necessary

**Onboarding/Training Requirements:** Criminal Background Check  
Driver's License Check  
Mandated Reporter – Abused and Neglected Child Reporting  
National Sex Offender Registry Check  
Youth Protection Standards Training  
CPR/1<sup>st</sup> Aid Training

### Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary	Light	Medium	Heavy	Very Heavy
Maximums	10 lbs.	20 lbs.	50 lbs.	X 100 lbs.	Over 100 lbs.
Frequency	Small	10 lbs. X	25 lbs.	50 lbs.	Over 50 lbs.

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Ability to bend and lift/move items weighing up to 50 lbs. Ability to walk up and down stairs with items weighing up to 25 lbs. Work performed indoors and outdoors in all types of weather conditions in a golf setting. Must be able to stand for the length of the shift.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye protection, hand and foot protection,

*Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.*