

GOLF STARTER - PART-TIME

JOB DESCRIPTION

Classification Responsibilities: A Golf Starter performs customer relations work to assure optimum use of golf course facilities through scheduling golfers' starting tee times, inspecting registrations and tickets for validity, and providing information on course rules and procedures. Work requires initiative, independent judgment, and diplomacy in order to maintain favorable golf course use and effective public relations. This position will require light janitorial duties in/around the golf shop and on the golf course on an as needed basis. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Lead supervision is received from a Lead Golf Starter, and general supervision from a Golf Supervisor. Duties require rotating shift assignments, weekend, and holiday work hours. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Requires any combination of training, education, and experience equivalent to graduation from high school or GED, and good (1 - 3 years) experience involving public contact in a service or sales capacity.

Special Requirements. None

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience as a Golf Starter is preferred. Experience within the golf industry is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and contractors in order to schedule tee times. Advises players of schedules of play and waiting time, course conditions, course/game rules and regulations, fees and rental agreements, and special events. Responds effectively to players' requests for information and maintains a positive demeanor at all times. Explains golf course rules and regulations.

Manual/Physical: Schedules flow of golfers onto and around the golf course. Maintains accurate records (golf play, reservation schedules, tee sheets, etc.). Inspects play registration and green fee and cart fees paid for each golfer. Opens golf facilities for play. Meets scheduling and attendance requirements.

Mental: Organizes and directs activities to get or call golfers to the tee box. Must be able to perform a high volume of work for extended periods of time. Ability to multitask, mitigate disputes, and resolves causes of slow or delayed play. Balances daily verification forms.

Knowledge and Abilities:

Knowledge of golf play, rules, and etiquette conducive to satisfactory play, and golf course conditions related to player safety.

Ability to prioritize responses to external demands and maintain organizational priorities.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/18

TO/aa/kc

CS3117.DOCX (Part-time, Benefited) PAY RANGE: 34

CS3103 (Part-time, Non-benefited) PAY RANGE: 34

EEO-S/M IND-9060

JOB FCTN-PAR SWORN-No

INCREMENTS 61-200