CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Golf Activities Attendant
Parks and Recreation Department

The City of San Antonio is recruiting for a Golf Activities Attendant (temporary). Under immediate supervision, is responsible for receiving payments from the public as fees for use of facilities and equipment with the Municipal Golf Operations Division, including: driving range user fees, golf course user fees, equipment rental fees, food and beverage item sales, golf shop sales, and lessons. Performs clerical work related to the operation of a Golf Course/Driving Range and related facilities. Exercises no supervision.

Essential job functions include, but are not limited to the following: Receives payments from the public as fees for use of a golf course or golf course/driving range and other facilities and equipment rentals. Makes change, records all transactions on a cash register, and validates the receipts. Ensures that the golf facility is operational and that necessary equipment is available and issued as required; inspects and examines all equipment on a schedule basis. Balances cash or charge sales on hand against receipts; checks balance and reconciles cash statements; prepares the necessary receipt forms for cash turn-ins. Sells and/or receives cash or charge sales from the public in payment for golf equipment, food, beverage items, and lessons. Maintains immediate working area (counter clubhouse, floors, etc.) Provides information to the public concerning various fees, rules and regulations, and procedures. Monitors teeing area and turf conditions as required. Prepares and/or collects the starting time sheets from the manager and announces who is next to tee off; ensures that players start in proper order; keeps players informed on any delays due to weather or course conditions. Places tee markers on the starting tees and changes the location of markers, as traffic requires. Organizes players as required into groups and ensures that groups do not exceed maximum number allowable. Assist in golf instruction clinics and other programs developed by manager. **Work requires various Golf Courses throughout San Antonio.** Performs related duties and fulfills responsibilities as required.

Preferred Qualification: experience in cash register or Point of Sale System; cash handling experience.

This position requires the successful candidate possess a high school diploma or General Education Development (GED) Certificate. One year of experience in a golf course or driving range operation. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. Use of your own personal vehicle may at times be required and proof of liability insurance will be required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $8.75 to $12.25/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754.