



Grayslake Community Park District

Golf Course Cashier

Job Description:

Summary:

Under the direction of the Golf Manager, the Cashier position requires a candidate to be responsible, organized, and familiar with technologies, such as computer/iPad operations. This position is responsible for managing the tee sheet, checking golfers in, and selling clubhouse products/merchandise, along with food and beverages. A Cashier should be comfortable with answering phones, communicating with customers, working with technology and maintaining a clean and organized clubhouse. In addition, the Golf Course Cashier is responsible for assisting with tournaments, leagues, and events when needed, promoting and selling of events, leagues and tournaments and providing other professional services to ensure an exceptional golf experience. The Golf Cashier is responsible for performing the essential functions as outlined in this job description.

Responsibilities:

- Supervise the golf clubhouse and starter operations in a professional and efficient manner.
- Provide excellent customer service and assistance to all patrons.
- Control and manage play; ensure guest check-in and fee collection.
- Follow daily opening, shift change and closing procedures as listed in the operational procedure manual.
- Follow daily cash control as listed in the operational procedure manual.
- Work the computer system for tee time reservations, cash register and point of sale.
- Collect correct fees for green fees, carts, rental clubs, merchandise and food/beverages.
- Answer phone, take reservations, greet customers and answer any questions in a professional manner.
- Perform related duties, as assigned.

Qualifications:

- A high school diploma and some customer service experience, preferably in a golf course setting.
- Must have a basic knowledge of the game of golf.
- Must have general computer skills and be able to present him/herself professionally when working with staff and community.
- Must be at least 21 years of age and obtain the Beverage Alcohol Sellers and Servers Education and Training (Basset) certification through the Illinois Liquor Control Commission.
- Must obtain First Aid, CPR and AED certifications.

Schedule:

Must be available Sunday mornings from 7am-1pm. Possibility of an additional morning shift during the week.

Pay Rate:

\$12

Start Date:

July 2022

To Apply:

Download an application at www.glpd.com/employment and submit to Golf Manager Mike Perez at mperez@glpd.com.

Questions:

Contact Golf Manager Mike Perez at mperez@glpd.com or (847) 548-4713.