



*Forming leaders engaged in learning, faith, justice and service for life.*

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: February 19, 2020

Position: Pro Shop Clerk, Golf Course (Part-Time Position, normally 19 to 19.5 hours a week)

Summary Description: Under the direct supervision of a Golf Professional (normally the Assistant Golf Professional), performs cashiering duties, answers the telephone and responds to inquiries. This position requires the ability to exercise independent judgment. Evening and/or weekend hours may be required.

Description of Duties/Responsibilities:

*Essential Functions*

1. Maintains cash drawer during scheduled shifts. This duty includes operating computerized point of sales system, calculating and processing fee payments (by cash, check or credit card), and preparing shift reconciliation reports at the end of each shift.
2. Answers multi-line telephone and provides requested information or directs calls to appropriate personnel.
3. Sells inventory in pro shop. Monitors floor for shoplifting.
4. Acts as public relations contact with the golfing community, in person or by telephone, including public and College patrons.
5. Manages daily tee sheet in coordination with the outside staff in an effort to provide customers with a quality golfing experience.
6. Takes tee times for golfing patrons and ensures tee time schedule is followed.
7. Performs other related essential duties as assigned by the Head Golf Professional or Assistant Head Golf Professional.

*Marginal Functions*

1. Fills in and aids either inside or outside staff as necessary.
2. Restocks Pro Shop inventory.
3. Cleans Pro Shop including dusting and vacuuming.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of and ability to perform basic accounting work for daily reports with care and precision.
2. Knowledge of and ability to perform basic point of sale transactions.
3. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
4. Knowledge of safe work practices and applicable safety standards.
5. Ability to work with initiative toward customer satisfaction.
6. Ability to understand and carry out oral and/or written instructions.
7. Ability to analyze and evaluate work situations using independent judgment, initiative, and firmness.
8. Ability to work varying hours, as needed, including weekend and evening hours.

Qualification Standards:

*Education/Experience:* High School Education required.

*Other Considerations:*

- This person is considered a responsible employee in accordance with College Title IX policies.
- Hiring process includes, e.g., a criminal history background check.
- This position is approximately 19 hours a week. Employee's schedule is determined by the supervising Golf Professional.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

To apply, please come to the Spring Hill College Golf Course Pro Shop (between 7 a.m. and 5 p.m. daily) to fill out an application. The Pro Shop is located at 4000 Dauphin Street, Mobile, Alabama 36608. All applications must be completed and **received by 5 p.m. Friday, March 6, 2020.**