

GOLF COURSE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the collecting, recording and issuing of receipts for all fees collected for golf course use. The working schedule is controlled by changes in the daylight schedule and requires irregular working hours including weekends. The work is performed under the direct supervision of the Golf Professional. Supervision of others is not ordinarily a responsibility of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a cash register in the collection of fees for golfing privileges and electric cart rentals;

Tabulates daily receipts, balances cash on hand against register slips and prepares bank deposit slip;

Answers phone and provides information concerning golf course operation, fees and condition;

May register golfers for advance starting times on weekends and holidays;

Answers questions concerning golf course fees and electric cart rentals and completes cart rental form;

May perform a variety of cleaning tasks during slow operational periods;

Completes simple activity records and reports as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern cashiering practices and cash register operation; good knowledge of cash control and simple recordkeeping; good knowledge of arithmetic; familiarity with the rules of golf and the policies of the Parks and Recreation Department concerning the golf course; ability to make change accurately and rapidly; ability to carry out oral and written instructions; and

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ability to deal courteously but firmly with the public.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school; or
- (B) One (1) year of clerical experience which shall have involved cashiering or the collection of fees;
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/30/04
Revised and Replaced in Classplan: 2/9/2023