



Job Title:	Golf Shop Cashier (Part time)	
Pay Rate:	\$7.25/hr	
Department:	Tony Butler Golf Course	08/22/2017

### JOB SUMMARY:

Greets the public, collects greens fees, sells supplies and clothing, receives, prices, and displays merchandise, schedules tee times, keeps inventory of available carts and maintains proper golfer traffic control by coordinating tee starts. Responsibilities include point-of-sale transactions, summarizing daily shift collections, depositing revenues and inventory control. Will perform other duties as assigned.

### QUALIFICATIONS:

- Knowledge operating a cash register or similar point-of-sale system.
- Knowledge of simple accounting functions involved in shift closeout.
- Ability to maintain a pleasant personality in frequently stressful situations.
- High School diploma or GED; or six months related experience and/or training, or equivalent combination of education and experience.

### PHYSICAL REQUIREMENTS:

Moderate physical activity such as people who work indoors and in warehouse type jobs. On feet most of the time. Involves bending, stooping, squatting, twisting, reaching working on irregular surfaces and occasionally lifting objects weighing 25 to 50 pounds.

### BENEFITS:

The City covers part-time employees under its Worker's Compensation Program.

**TO APPLY:** Applications are available at City of Harlingen, Human Resources Department, 118 E. Tyler, Harlingen, [www.myharlingen.us](http://www.myharlingen.us)

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