

**City of Batesville**  
Job Description  
Job Title: Pro Shop Attendant

**Exempt (Y/N):**

**Shift:** Variable

**Department:** Parks

**Supervisor:** Pro Shop Attendant

**Prepared By:** Jeff S. Owens

**Dot Code:**

**Location:** Municipal Golf Course

**Employee Name:**

**Date:** 1-25-16

**Summary:** This non-exempt entry level employee assists in the administration of the Batesville Municipal Golf Course

**Essential Duties and Responsibilities** include the following, but are not limited to:

Responsible for operating cash register.

Writing receipts and filling out daily report sheet.

Making bank deposits, delivering daily reports to the city clerk.

Works closely with other City employees and citizens to provide a safe environment.

May render emergency first aid as necessary.

Will be required to use appropriate safety equipment for protection of self or the public.

May be required to conduct simple business transactions.

Performs related duties as assigned.

**Qualifications Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in on-on-one and small group situations to citizens and city employees.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Current Arkansas Driver's License.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk talk or hear; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; stoop, climb, balance, kneel crouch or crawl. The employee must regularly lift and/or move objects weighing 25 pounds and occasionally lift and/or move objects weighing 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions.

While performing the duties of this job, the employee will work inside and possibly in outside weather conditions and is occasionally exposed to wet and/or humid conditions and risk of electrical shock.

The noise level in the work environment is usually moderate.