

The City of Los Angeles Golf Division is recruiting for a part-time golf starter / golf shop attendant. Candidates must have proficient customer service and computer skills.

LOCATIONS: Griffith Park area
HOURLY PAY: \$16.24/hour
AVAILABLE HOURS: Up to 20 hours a week based on budgetary and operational needs of the Golf Division

DESCRIPTION OF DUTIES:

- Serves the golf patrons and facility guests by providing excellent customer service in the golf shop or golf starter area
- Maintains a professional and service oriented environment by utilizing interpersonal and customer service skills and the ability to multi-task in a fast paced environment
- Checks golfers in, utilizing the Point of Sale, processing purchases, credit card transactions, answering the telephone, and managing the golf reservation system in accordance with Department standards
- Maintains the golf shop/starter area by keeping the it neat and orderly and straightening/stocking merchandise
- Other duties may be assigned as needed such as driving range or electric cart attendant, first tee greeter, course patrolling, etc.

QUALIFICATIONS:

- Excellent customer service skills
- Cash handling and credit card transaction experience
- Must possess a valid California driver's license

Please email your resume by January 31 to:
Rick.Reinschmidt@lacity.org