CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF STARTER

DEFINITION:

Under immediate supervision, to register players and assign their starting order on a golf course; to collect and account for money received; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Collects money, including cash, check or credit card charges for greens fees, monthly tickets, resident identification cards and tournaments;
- Arranges starting order for players;
- Organizes golfers into playing groups and makes arrangements for timely spacing;
- Takes reservations;
- Announces players tee times and player order on a public address system;
- Answers questions concerning the golf course and golfing arrangements;
- Settles disputes between players concerning golf course rules and procedures;
- Records fee transactions on reservation sheets, daily cash reports and other tracking forms;
- Balances and verifies credit card sales, checks and cash received against cash register tapes and various fee collection tracking forms;
- Identifies, researches and resolves errors in recording and balancing of monies received;
- Issues receipts for fees collected;
- Verifies appropriate amount of change and paper denominations for cash register at the end of and beginning of each day;
- Assists in making arrangements for and conducting tournaments;
- Patrols the golf course to interpret and enforce course rules.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Education equal to high school graduation or possession of a G.E.D. equivalency; **AND** any combination of experience which totals six months of work that includes information and assistance to the public, cash handling and making financial transactions.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.