



CITY OF HEREFORD

JOB ANNOUNCEMENT

JOB #011-23

The City of Hereford will accept applications for the following position:

PRO SHOP CLERK

Range 8 (\$2,763.00 - \$3,359.00 per month)

An employee in this classification will be assigned a variety of duties.

Knowledge, Skills & Abilities:

- 1) Must be able to handle cash, operate a cash register and make change.
- 2) Must be able to meet and greet the public in a cordial and friendly manner.
- 3) Must have good telephone skills.
- 4) Must be able to take orders.
- 5) Must be able to work on weekends/holidays and early/late hours.
- 6) Performs other tasks as assigned.
- 7) Prefer golf background.

Education:

- 1) Must have a High School Diploma or GED.

**Employee will report to Golf Professional/Course Manager
at the John Pitman Municipal Golf Course, Hereford.**

The applicant chosen for this position shall be required to submit to a pre-employment drug test.

This job is open to *anyone*.

Applications will be accepted *until job is filled*.

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectation of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.