



# UNION COUNTY BOARD OF COMMISSIONERS

Paul Anderes, Commissioner  
R. Matthew Scarfo, Commissioner  
Jake Seavert, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001

FAX (541)963-1079

TTY 1-800-735-1232

## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Golf Shop Attendant

**DEPARTMENT:** Buffalo Peak Golf Course

**FTE:** Seasonal/Part Time  
(Average 25 to 30 hours per week)

**OPENING DATE:** February 24, 2025

**CLOSING DATE:** Open Until Filled

**SALARY:** \$13.70/hour

### **POSITION SUMMARY**

The Golf Shop Attendant is responsible for assisting the Golf Professional with the day-to-day operations of the golf shop and services department by administering the day-to-day golf shop duties, such as opening and closing, answering calls, and making golf reservations. This position is also responsible for assisting with the staging of the golf cart fleet as well as building cleanliness and maintenance.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Administer point-of-sale transactions and maintain the day-to-day golf reservation system by reserving tee times, check-in customers, and receiving payments.
- Accurately reconciles cash register sales with daily sales reports at shift change points.
- Ensure the collection and recording receipt of appropriate payment (cash, credit card transactions).
- Keep a working knowledge of all upcoming tournaments and programs to provide accurate information to guests.
- Perform outside service duties, such as setting and maintaining cart staging area, the driving range practice tees, putting green, and short game area.
- Perform other duties as assigned or required by management.
- Help keep all working areas attractive, neat and clean, free of trash and waste.
- Refer all major problems/complaints to the Manager.

The above job functions cover the most significant duties performed but do not include other occasional work, the inclusion of which would be in the conformity with the factor degree assigned to this job.

### **JOB QUALIFICATIONS & REQUIREMENTS:**

- Requires a highly self-motivated individual who can work with minimal supervision.
- Ability to courteously interact with customers.

- Ability to accurately operate point-of sale machine.
- Good math skills.
- Must be 18 years of age or older.
- Flexible availability including days, nights, weekends, and holidays.
- Must be dependable, reporting to work as scheduled.
- Must have a positive attitude while on the job.

**APPLICATIONS AVAILABLE** at Buffalo Peak Golf Course, 1224 E Fulton Street, Union; Union County Administrative Office, 1106 K Avenue, La Grande; or <http://union-county.org/administrative-services/employment/>

**APPLY:** Buffalo Peak Golf Course  
1224 E. Fulton Street  
Union, OR 97883  
(541)562-5527

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**