

Date of Notice: June 1, 2018
Position Title: Golf Shop Attendant
Job Location: Hillcrest Golf Club
Start Date: ASAP



Position Summary:

The Golf Shop Attendant is responsible for greeting customers as they sign in to play golf. They will assist in the opening & closing duties of the Pro Shop provide outstanding customer service to all players and manage a clean, accurate tee sheet and customer profile. The Golf Shop Attendant collects green fees, seasonal dues and is responsible for the cleanliness, stocking and security of the Pro Shop

Essential Duties and Responsibilities:

- Maintain professional appearance
- Process customer reservations for guests of the golf course
- Provides customer service to arriving guests to help expedite check-in process
- Arranges and displays golf shop inventory as necessary and directed
- Collects green and cart fees (and other revenue) from guests and processes in the POS system as trained
- Issues receipts for guest purchases
- Assist in coordinating of outings and tournaments as directed by the Golf Professional
- Assists in packing and unpacking inventory and golf operations supplies
- Assists in reconciliation of cash and accounts receivable charges to daily register at the closing of the day
- Performs clean-up and closing procedures
- Perform other duties as assigned

Qualifications:

- Must be 21 years of age and be able to serve alcohol.
- Must be familiar with computers, be willing to learn software programs and be able to send and receive e-mails.
- Must be flexible in work hours; evenings, weekends and holidays required.
- Must have good verbal and written communication skills.
- Must be able to greet members and guests in a pleasant and friendly manner.
- Must be able to easily lift and carry 50lbs
- Must be able to pass a background check.

Compensation/ Benefits:

The compensation package will be commensurate with the skills and experience of the selected candidate and competitive with clubs of similar stature.