

Date of Notice: August 14, 2017  
Position Title: Golf Shop Attendant  
Job Location: Painted Hills 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.