



## Golf Shop Attendant

The Golf Shop Attendant ensures inside components of golf operations is facilitated. This specifically relates to customer check in, customer booking, golf shop cleanliness, along with other responsibilities to maintain a professional golf shop. The Golf Shop Attendant position will work with directly under the Golf Shop Manager and Assistant Golf Shop Manager by aiding in the coordination of daily golf operations.

### Essential Functions of the Job:

- Meets and greets all guests in a friendly, courteous, and professional manner.
- Communicates in a clear and professional manner that assists guests in playing the course.
- Utilizes the tee sheet to organizing the daily play, leagues, golf events, and group outings insuring maximum utilization of the tee sheet each day.
- Ensure pro shop is stocked of merchandise in a presentable way.
- Ability to explain golf products and services and other information about Meadowink Golf Course and Swim Club to all guests.
- Coordinates with starter/ranger/cart attendant to maintain a consistent level of cart availability and to ensure guests are following the rules.
- Communicates with starter/ranger about any changes to the tee sheet or any updates that need to be addressed on the course.
- This position must maintain strong interpersonal relationships not only with leadership, but with members, golfers, league and outing organizers, and employees at all levels of the organization.
- Extremely flexible with ability to reprioritize work as required, work in a team environment, and present a positive demeanor.
- Responsible for golf shop inventory, storage closet inventory and cleanliness of both locations.
- Assists in inventory control and aids in the marketing and merchandising of rounds, memberships, league play, outings, and merchandise.
- Communicates regularly with golf shop manager discuss activities, goals, plans and member/customer input.
- Handles all cash and/or credit cards for payment following all standard operating procedures.
- Ability and willingness to work after hours or on weekends on an occasional basis to meet workload, event, or golf course operations demands.
- Primary duty is Golf Shop Attendant, however, will be required to fill in as a starter/ranger, cart attendant etc. to relieve/back-up staff during peak periods or when short staffed.
- All other reasonable assignments given by superiors.

### Requirements:

- High School Diploma.
- Excellent communication skills required
- Excellent listening and comprehension skills required
- Positive interpersonal and phone skills required
- Practical knowledge of the game of golf, USGA Rules of Golf & GHIN Handicap system.
- Position will be required to work a varied schedule that may include evenings, nights, and weekends. Reliable and predictable attendance is required.
- Meet or exceed all essential functions of the job, including but not limited to, work performance goals.

**Physical Demands:**

- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift 25 lbs., and to lift overhead and push/pull, move lighter objects.

**Work environment:**

- Generally, works in an office environment; however, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat on from time to time.

Notes: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.