

Golf Shop Attendant

Reports to: Head Golf Professional

Department: Golf

Scope and General Purpose:

Essential Duties

- Ensure the proficient operation of the Golf Shop and Tee Times.
- Ensure that exceptional service is provided and that our guests enjoy a great golf experience.
- Guest check in and sales
- Golf Shop merchandising, displays and upkeep.
- Working effectively with team members in all departments.
- Other duties as assigned

Marginal Duties:

- Support the Golf Pro with events and promotions.
- Answer questions about the resort and promote all resort activities and services.
- Other duties as assigned.

Position Requirements:

- Secondary Diploma Required. College Experience an asset
- Excellent sales and customer service skills in English
- Excellent guest relations skills.
- Experience with the game of golf an asset.
- Ability to follow instruction.
- An eye for detail and a good knowledge of the surrounding areas.
- Ability to multi task
- Ability to work independently with minimal supervision
- Ability to count and maintain bank balance
- Computer skills including the use of Microsoft Word, Excel (minimal) and Outlook required.
- Any positions involving operating guest or company vehicles or the transportation of guests or employees require a valid Georgia drivers license and a safe driving MVR record.
- Must be available to work both day and evening shifts, weekends and holidays.

Physical Requirements

Essential duties require long periods of standing, hearing, speaking, reading from a computer screen and keyboarding. Employee must have normal vision (corrected) including close and color vision, hearing and verbal communication. Must be able to frequently lift and carry items up to 20 lbs and occasionally items up to 40lbs.

Environmental Conditions

Duties are typically performed in an indoor setting; however duties may be assigned periodically which take place out of doors and in the elements. The Sporting Club building has multiple phone lines and incoming calls are frequent. Work can be fast paced and noise level is moderate to loud at times. Work is on occasion fast paced and requires quick decision and multi tasking abilities.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned.

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