

JOB SUMMARY

Under the supervision of the Head Golf Professional, responsible for the sale of golf shop items, collection of fees, registration of players and assigning tee times to golfers.

EDUCATION, EXPERIENCE & TRAINING

- High School diploma or equivalent
- A minimum of six months experience as a cashier or sales clerk
- General knowledge of the game of golf

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated skills in the proper handling of money
- Working knowledge of basic computer programs
- Ability to work unsupervised

DUTIES AND RESPONSIBILITIES

- Answer telephone in a respectful manner, taking tee time reservations and excellent note taking
- Register players and assign them a tee time, making sure all golfers are checked in on the tee sheet
- Collect all money for green fees, range use, rental items, and golf shop sales
- Issue receipts for all transactions
- Maintain a general order and cleanliness in the golf shop and its displays
- Accurate handling of money and end of the day deposit
- Provide excellent customer service to members and guests
- Perform all job duties within the rules and guidelines of the association
- Work as a cohesive team with co-workers and in conjunction with other departments

PHYSICAL REQUIREMENTS

- Must be able to stand for extended periods of time at the counter and while organizing and cleaning the golf shop
- Must be able to lift 25 lbs independently

HOURS

- This is a seasonal position and will remain through the golf season with the possibility of some off-season hours depending on need and performance of the individual
- Must be able to work early mornings, evenings, weekends and holidays