

MONTCALM GOLF SHOP ATTENDANT

JOB DESCRIPTION

DESCRIPTION –

THE PRO SHOP ATTENDANT ENSURES INSIDE COMPONENTS OF GOLF OPERATIONS IS FACILITATED. THIS SPECIFICALLY RELATES TO CUSTOMER CHECK-IN, CUSTOMER BOOKING, PRO SHOP CLEANLINESS, ALONG WITH OTHER RESPONSIBILITIES TO MAINTAIN A PROFESSIONAL PRO SHOP

DUTIES AND ESSENTIAL JOB FUNCTIONS-

- MEETS AND GREETES ALL GUESTS IN A FRIENDLY, COURTEOUS AND PROFESSIONAL MANNER
- COMMUNICATES IN A CLEAR AND PROFESSIONAL MANNER THAT ASSISTS GUESTS IN PLAYING THE COURSE
- ENSURE PRO SHOP IS STOCKED OF MERCHANDISE IN A PRESENTABLE WAY
- COORDINATES WITH OUTSIDE ATTENDANTS TO MAINTAIN A CONSISTENT LEVEL OF CART AVAILABILITY AND ENSURE GUESTS ARE FOLLOWING THE RULES
- COMMUNICATES TO STARTER/BAG ROOM PERSONNEL ANY CHANGES TO THE TEE SHEET OR ANY UPDATES THAT NEED TO BE ADDRESSED ON THE COURSE

- MAINTAINS GOOD PERSONAL HYGIENE, REPORTS TO WORK WEARING A CLEAN UNIFORM THAT FOLLOWS UNIFORM STANDARDS.

- ABILITY TO EXPLAIN GOLF PRODUCTS AND SERVICES AND OTHER INFORMATION ABOUT MONTCALM GOLF CLUB TO ALL GUESTS

- WORK WITH ASSISTANT GOLF PROFESSIONALS IN SET UP AND EXECUTION OF TOURNAMENTS AND OUTINGS

- PARTICIPATES IN REQUIRED EMPLOYEE ORIENTATION AND SAFETY TRAININGS

- REPORTS GUEST COMPLAINTS PROMPTLY TO THE GOLF PROFESSIONALS

- OTHER DUTIES AS ASSIGNED BY SUPERVISOR

QUALIFICATIONS-

- PRIOR GOLF RELATED EXPERIENCE IDEAL

- EXCELLENT COMMUNICATION SKILLS

- EXCELLENT LISTENING AND COMPREHENSION SKILLS

- POSITIVE INTERPERSONAL SKILLS REQUIRED

- ABILITY TO WORK WELL UNDER PRESSURE

- ABILITY TO LIFT 25 LBS. AND BEND WHILE PERFORMING DUTIES
- MUST BE ABLE TO WORK OUTDOORS OCCASIONALLY
- MUST HAVE A VALID DRIVERS LICENSE

JOB STATUS- PART TIME SEASONAL

DEPARTMENT-MONTCALM GOLF

SALARY-\$13.00 + BASED ON EXPERIENCE

HOURS-MUST BE ABLE TO WORK WEEKENDS AND EVENINGS

HOW TO APPLY-QUALIFIED APPLICANTS MAY SUBMIT APPLICATIONS TO STEVEN C.
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