

**Job Title:** Golf Shop Staff – Tullymore/St. Ives

**Reports:** Head Golf Professional

**Summary/Objective:**

The Golf Shop Staff is primarily responsible for assisting with the execution of daily golf shop operations including managing and tracking play, protecting and controlling assets, assisting with all merchandising functions, and ensuring an exceptional golf experience for all members and guests.

**Job Functions:**

- Ensures that opening and closing procedures are done as directed by Head/Assistant Golf Professionals.
- Assists with the reservation of tee times, starting and monitoring play.
- Assists with the control and management of play.
- Communicates with Starter to ensure fees are collected, and proper check-in procedures are followed.
- Answers phones as directed by the Head/Assistant Golf Professional, and takes necessary messages for fellow staff, members and guests.
- Executes all steps of golf shop sales.
- Keep up-to-date knowledge of club activities/services, while being able to promote such activities/services.
- Assist with special orders.

**Prerequisites:**

Must have excellent oral communication, excel within a team dynamic, strong organizational skills, and exceptional time management. Also, have outstanding customer service.

**Preferred Experience:**

Customer service experience preferred, but not required. Ability to operate a Point of Sale system, as well as use Microsoft Office for general business purposes.

**Position Type and Hours of Work:**

This is a part-time seasonal position, which averages between 28 - 40 hours per week.

**Physical Demands:**

Must be able to lift material that could weigh up to 20 pounds and move material that could weigh up to 50 pounds. Also, must be able to operate golf carts.