

Job Posting

Pro Shop Attendant



WHITE PINES
— GOLF CLUB —

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 greets 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 Service Attendant to maintain a consistent level of cart availability and to ensure guests are following the rules.
- Communicates to Course Attendant about 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, neat uniform that follows uniform standards.
- Ability to explain golf products and services and other information about White Pines Golf Club to all guests.
- Work with Assistant Golf Professional in setup and execution of tournaments and outings.
- Participates in required employee orientation and safety trainings.
- Report guest complaints promptly to Golf Pro Assistant.
- Other duties as assigned by supervisor.

QUALIFICATIONS

- Prior golf related experience ideal
- Excellent Communication skills required
- Excellent listening and comprehension skills required
- Positive interpersonal skills required
- Ability to work well under pressure and coordinate multiple tasks
- Ability to lift 25lbs and bend while performing work duties
- Must be able to perform tasks outdoors in hot temperatures
- Reasonable accommodations may be made to enable individuals with disabilities
- Must have a valid driver's license

JOB STATUS Part time **DEPARTMENT** White Pines Golf Club

FSLA STATUS Non-Exempt **SALARY** \$11.00 per hour

HOURS Must be able to work evenings, weekends, and holidays. Hours will vary based on the facility requirements.

HOW TO APPLY Qualified applicants may submit application and resume to Andrew Godfrey, PGA Head Golf Pro at agodfrey@whitepinesgolf.com.