

Golf Pro Shop Attendant

Job Description (Essential Functions)

This position is responsible for the sale of pro shop merchandise, management of inventory, collection of fees, registration of players, and assignment of tee times.

Job Tasks (Additional Responsibilities)

1. Greets Wynlakes members/guests promptly with a warm welcome;
2. Answers telephone, accepts and distributes messages;
3. Schedules tee time reservations;
4. Sells merchandise, snacks, and beverages;
5. Collects money for green fees, programs, rentals, and pro shop sales;
6. Straightens and stocks merchandise;
7. Maintains organization and cleanliness of Golf Pro Shop;
8. Maintains daily records and reports;
9. Opening/closing shop procedures;
10. Performs cashier duties and operates a computer based point of sale system;
11. Issues receipts for all transactions;
12. Checks in golfers and maintains the daily golfer register;
13. Assists in the daily coordination of the golf course play operations;
14. Enforces golf course policies;
15. Assists with the setup, execution, and breakdown of course programs/tournament operations;
16. Performs other duties as assigned.

Requirements

1. Must be able to work weekends and holidays;
2. Must possess exceptional customer service skills.

Job Type
Part Time

Reports to
Golf Professional and Assistant Golf Professional



Employer
Wynlakes Golf and Country Club



Montgomery, AL



Job Type
Part-time, Summer

How to Apply

Apply in person or through website at
www.wynlakes.com



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