

Position

Tennis Pro Shop Attendant

Job Description (Essential Functions)

This position is responsible for the sale of pro shop merchandise and management of inventory.

Job Tasks (Additional Responsibilities)

1. Supplies towels, cups, and ice to members and guests;
2. Records all charge tickets;
3. Manages pro shop merchandise, restocks items, and changes displays;
4. Empties trash on each court, cleans tennis courts, and other court maintenance as needed;
5. Brush and line tennis courts after member play;
6. Keeps storage area tidy;
7. Change "Tennie Two Step" daily;
8. Records court reservations and updates signup sheets for court reservations;
9. Vacuum and dusts tennis shop;
10. Promotes and sells tennis shop merchandise;
11. Assists members and guests with tennis shop purchases;
12. Takes towels to and from laundry area;
13. String rackets;
14. Participate in social tennis matches with members on given days;
15. Enforce club policies;
16. Reports all complaints to the director of tennis;
17. Attend staff meetings;
18. Performs other duties as assigned.

Requirements

1. Must be able to work weekends and holidays;
2. Must be flexible to work Tennis Pro Shop hours;
3. Must possess exceptional customer service skills;

Job Type

Full Time or Part Time

Reports to
Director of Tennis



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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