

**Golf Shop Attendant  
JOB DESCRIPTION**

**DEPARTMENT:**                   **Golf Operations**

**REPORTS TO:**                   **Head/Assistant Golf Professional**

**Part Time: 10-25 hrs per week**

**SUMMARY/PURPOSE:**

The Golf Shop Assistant provides support to the Golf Operations department. This position is responsible for aiding the Golf Professionals to manage the Golf Shop, golf customer service, and Course programs. This position assists the Golf Professionals in the successful growth and operations of the company.

**ESSENTIAL FUNCTIONS:**

- Promote and sell golf shop merchandise; maintain appropriate “cost-of-goods-sold” percentage.
- Assist Golf Professionals to execute all tournament activities.
- Direct Cart and Range Attendants, Course Guides, and Marshals.
- Attend departmental meetings as required.
- Open and close Golf Shop in accordance with accepted policies and procedures.
- Utilize the point-of-sale (POS) register system to schedule golf tee times, register guests for play, and perform financial transactions.
- Administer the continuous use of an effective pace of play program.
- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

**WORKING CONDITIONS:**

**Physical Demands:**

- |                      |                             |                       |
|----------------------|-----------------------------|-----------------------|
| ● Standing           | ● Pulling                   | ● Seeing:             |
| ● Sitting            | ● Pushing                   | ✓ Close               |
| ● Crouching/Kneeling | ● Twisting                  | ✓ Far                 |
| ● Walking            | ● Touching/Handling/Feeling | ✓ Color               |
| ● Balancing          | ● Hearing                   | ✓ Depth               |
| ● Lifting            | ● Talking                   | ✓ Small details/print |
|                      |                             | ✓ Peripheral vision   |

Golf Privileges, merchandise discounts and food and beverage discounts