



Job Title: **Golf Shop Staff**
 Reports To: **Golf Shop Merchandiser & Manager**
 Prepared Date: **January 2024**

Position Summary

This position is responsible for providing guest and member service in the pro shop, and assisting with merchandising and sale of apparel and merchandise.

General Duties and Responsibilities

- Answers incoming calls in a professional manner, and books tee times accurately.
- When a guest or member arrives, registers them for play, provides them course information and coordinates with outside services, ambassador, and starter.
- Assists with the sales of apparel and merchandise
- Maintains neatness of inventory and displays.
- Keeps shop and offices orderly and neat, including daily vacuuming and dusting.
- Assists tournament operations.
- Keeps facilities up to date with sales postings.
- Completes other tasks/duties as assigned.

Supervisory Responsibilities

- Not Applicable

Requirements

- High school degree or equivalent.
- Previous retail experience.
- Previous extensive customer service experience.
- Previous Golf experience/knowledge.
- Strong verbal communication, written communication, and organizational skills.
- Ability to work independently, assist with a variety of projects and be assertive as appropriate.
- Ability to work with Microsoft Office
- Ability to work with a variety of computer software programs.

Pay Range & Benefits

- \$17.00 - \$19.00 / hour
- Free Golf Privileges
- Merchandise and F & B Discounts
- End of Season Bonus opportunity

Physical Demands

Physical Activity & Work Environment	Not Applicable	Less than 50%	More than 50%
• Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Standing
- Using hands/fingers to feel or handle items
- Reaching, pushing or pulling with arms/hands
- Climbing
- Balancing
- Kneeling, crawling, or crouching
- Talking or hearing
- Tasting or smelling
- Lifting, moving or exerting force of up to 10 lbs.
- Lifting, moving or exerting force of up to 25 lbs.
- Lifting, moving or exerting force of up to 50 lbs.
- Lifting, moving or exerting force of up to 100 lbs.
- Lifting, moving or exerting force of more than 100 lbs.
- Seeing up close
- Seeing long distances
- Seeing color
- Use of peripheral vision
- Perceiving depth
- Adjusting and focusing vision
- Working outdoors in inclement weather – extreme hot
- Working outdoors in inclement weather – extreme cold
- Working indoors in an office environment
- Working in high places
- Working near moving mechanical parts and machines
- Working in wet/humid conditions that are not weather related
- Working in extreme cold conditions that are not weather related
- Working in extreme hot conditions that are not weather related
- Working with airborne particles or fumes
- Working with toxic or caustic chemicals or agents
- Working with explosives
- Working in an area with a risk of exposure to radiation
- Working in an area with a risk of exposure to electrocution
- Exposure to vibration
- Working in a loud environment