



Job Title: Golf Merchandiser Manager	Department: 202
FLSA Status: Hourly Non-Exempt	Salary Range: \$18.00 to \$25.00
Reports To: Head Golf Professional	Issue/Revision Date: August 26, 2022

Essential Function:

- Assist Head Golf Professional with all aspects of Golf Shop operations.
- Responsible for purchasing and receiving all incoming merchandise for Golf Shop.

Nature of Position:

- Will work under the supervision of the Head Golf Professional.
- Will work with other golf operations staff and will have interaction with Members of Spring Run Golf Club.
- The nature of this position requires the individual to spend long periods of time on their feet, walking, standing or stooping and lifting.

Qualifications:

- Ability to lift and carry up to 50 pounds.
- High School diploma or GED required.
- Prior retail experience and computer knowledge required.
- Knowledge of Golf Shop operations preferred.

Success Characteristics and Requirements:

- Must have understanding of Spring Run Golf Club's Mission Statement and how it relates to multiple operations in the golf club business.
- Must have understanding of Golf Operations Mission Statement and how it relates to our multiple operations among departments.
- Must be customer service oriented and be able to provide superior customer service.
- Must maintain high visibility with the Membership.
- Exhibit a "Can Do" attitude.

Necessary Personal Characteristics:

- Be a people person. Be courteous and personable with Members, employees, co-workers and vendors.
- Must have the desire and dedication to provide superior customer service.
- Be a proactive member of the team. Support goals, objectives and culture within the organization.
- Must be even tempered and work well under extreme pressure.
- Must be well received and accepted by the members, residents and fellow team members.
- Must be able to gain the cooperation and respect of staff members and peers.
- Proactively solve problems and anticipate the needs of the Membership and staff and react.
- Must be able to manage time and establish priorities. Be a self starter.
- Possess honesty and integrity.
- Personal and social habits outside the job need to reflect the respect and responsibility of the position.

Principle Activities:

- Receive and bar code all incoming merchandise against the packing slip. Will follow receiving procedure set forth by the Head Golf Professional; tracking purchases and inventory as directed. Will take inventory on a regular basis.
- Coordinate sales of shop merchandise and services including stocking, displays, special orders, inventory control, fashion shows and return/credits. Will carry out duties with an emphasis on customer satisfaction. Will assist Head Golf Professional in training golf staff in the sales and service of merchandise stocked.

- Keep “up-to-date” on the latest golf merchandise and trends. May attend annual trade shows (i.e., National Merchandise Show, Florida Rep. Show, etc.) as requested.
- Will be responsible for processing all outgoing shipments of products from the Club.
- Will enter data into golf shop computer, including merchandise sales and tournament entries/credits.
- Will answer phones in a courteous and professional manner. Will assist Members/Guests as needed. May take messages or transfer/route calls to appropriate area.
- Will maintain good rapport with Members/Guests, communicating upcoming events, club policies and promotions of Spring Run.
- Must be in compliance with and actively support a Drug Free Workplace.
- Performs other related duties as requested.

EEO Category:

- Sales Workers

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

Date

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, forward to HR to be placed in employees personnel file