



Job Title: Golf Shop Attendant/Intern	Department: 202
FLSA Status: Hourly Non-Exempt	Salary Range: \$11.00 to \$15.00
Reports To: Head Golf Professional	Issue/Revision Date: August 10, 2017

Essential Function:

- The Golf Shop Assistant assists with the facets of golf operations, including golf shop, tournament preparations, instructions and member relations and opening and closing procedures.

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.
- Will have to work inside and outside on a day to day basis.

Qualifications:

- Ability to lift and carry up to 50 pounds.
- Position requires knowledge of the game of golf.
- Must have excellent communication and customer service skills.
- Must have a valid drivers' license and be capable of driving a golf cart.

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.
- Must be in compliance with and actively support a Drug Free Workplace.
- 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:

- Assists with Golfer check-in
- Assists with answering the phones
- Assists with opening and closing procedures
- Assisting the assistant and head pro with basic duties
- Assists with keeping the counter and the shop in an organized and clean manner
- Assisting the merchandiser with sales

- Assisting the merchandiser with folding and hanging merchandise
- Conducting the Chelsea system to accurately make tee times
- Tournament operations
- Assists in Clinics when needed

EEO Category:

- Service Worker

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