

Title: Elkdale Golf Shop Assistant

Type: Summer Seasonal (April – October)

Salary: Based on Experience

24 – 30+ hours (early & late season) 36 – 40+ hours (peak season)

Experience Required:

Prior golf shop experience is a plus. Applicant must be self-motivated, customer service oriented, knowledgeable of the game of golf and have golf cart management experience.

Essential Skills:

- Outgoing, self-motivated, possess strong customer service/public speaking skills.
- Strong computer skills
 - Excel, Word, Publisher
- Point of Sale experience
- Detail Oriented, Prompt & Efficient

Job Description: It must be recognized that all specific duties cannot be listed and that responsibilities will change accordingly as the need arises.

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, communicating product knowledge and all other aspects of customer service.

Answers all incoming phone calls in a polite, business-like manner.

Know rates, golf course rules and regulations, and property overview.

Operate all Golf Shop computers or sales register equipment necessary to perform the job.

Accurately enter tee time reservations.

Maintain general order and cleanliness in the golf shop, cart barn and surrounding areas.

Check in players and assign them their tee time, making sure all golfers check in and golf cart rental forms are signed.

Collect all money for green fees, cart rentals, club rentals and golf shop sales.

Assists in League and Tournament set-up.

Assists with the daily cleaning of the golf carts with specific attention to cleanliness, appearance and readiness for next use including gas fill up.

Arranges golf carts neatly after use, ensuring passage area remains clear.

Maintains a high profile with membership and guests and positively promote the service philosophy of Elkdale Country Club.

Act as Ranger and drive the course from time to time.

Other Skills and Responsibilities:

Exhibits a friendly and approachable attitude.

While performing the duties of this job, you may be required to stand for long periods of time.

Must Arrive and depart work shifts at the assigned times.

Must be able to work alone and work well with others.

Must be able to work a rotating and flexible schedule including, weekends, holidays, morning and evening shifts and overtime as needed.

Must have Computer skills and POS knowledge.

Must have a working knowledge of club operations and course policies.

Must have the ability to work successfully in a highly team-oriented atmosphere.

Must have the ability to manage all cash transactions and perform opening and closing procedures.

Be fully knowledgeable of golf shop merchandise, sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs.

Assist in packing and/or unpacking inventory, arranging, and displaying golf shop inventory.

Making sure that all standards of operations are being met.

Meets and greets all guests in a warm, friendly, and professional manner in accordance with all facility policies and procedures.

Executes daily operations of range ball recovery, utilizing both mechanical and hand machinery and equipment.

Helps keep all working areas attractive, neat, and clean.

Follows procedures for proper opening and closing of the cart and range operations.

Maintains inventory of supplies necessary for day-to-day operations and notifies supervisor when additional supply is required.

Perks Include:

Discounts on clothing, golf cart fees and food