



POSITION: PRO SHOP ASSISTANT

REPORTS TO: GOLF PROFESSIONAL

POSITION SUMMARY:

Assist Golf Professional in pro shop operations such as booking tee times merchandise sales, league and tournament operations, and the overall guest experience at The Summit Golf Club.

QUALIFICATIONS

Must be 18 years of age or older. Must be able to communicate effectively, both verbally and written, in English. Ability to lift and carry up to fifty (50) pounds at a time. Ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting. Self-motivated with excellent organizational skills and attention to detail. Ability to function in a fast paced environment, under short time constraints, and within established deadlines. Ability to work a flexible schedule including extended hours, weekends and holidays.

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

- Manage inbound tee times using exceptional communication skills and POS
- Assist with golfer start times and maintaining pace of play standards
- Manage sales of golf and merchandise using POS system
- Communicating specials, promotions, and events with customers clearly and enthusiastically
- Assist outside service or beverage cart staff with duties as needed (i.e. driving range, cart maintenance, etc.)
- Assist Golf Professional with league and/or tournament operations
- Maintain accurate transaction records using both POS and Management Principles