

# The Club at New Seabury

## Golf Shop Attendant



### **Position Overview**

The Golf Shop Attendant is responsible for opening and closing the golf shop, processing all member and guest purchases, registering golfers for tee times, handling inquiries, booking tee times, and working with other staff to ensure efficient player registration.

### **Essential Duties & Responsibilities**

- Provides a high service environment to members and their guests; reserves tee times, answers phones, and maintains a friendly, positive, helping, and motivated attitude at all times.
- Along with golf staff, conducts pro shop retail operations; sells, displays, promotes and merchandise inventory. Possesses a thorough understanding of the point of sale system.
- Performs daily opening and/or closing procedures as designated. Accurately completes POS end of day processing.
- Assists with inventory management; conducts monthly inventories, prepares orders and returns. Minimizes shrinkage by following inventory control procedures.
- Along with golf staff, responsible for the correct appearance, organization, and cleanliness of the shop and stock room areas, equipment and fixtures. Reports deficiencies and maintenance concerns.
- Accurately book tee times for members and guests.
- Communicates effectively with golf professionals and outside service attendants to ensure proper service is provided to members and guess.
- Perform any and all duties requested by Director of Golf, Head Golf Professional, 1<sup>st</sup> Assistant Golf Professional, Golf Shop Manager and General Manager.

### **Knowledge, Skills, & Abilities**

- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.
- Excellent customer service and communication skills.
- Adequate computer skills, including Microsoft Word, Excel, and Publisher
- Some knowledge of golf is preferred.
- Reputation for quality and attention to detail.