

# PROSHOP ATTENDANT

## DEFINITION

The Proshop Attendant reports to the Head Golf Professional and Proshop Manager.

The Proshop Attendant will be responsible for ensuring that customers are served in a safe, friendly, courteous and timely manner and in and within the guidelines of CSHGC policies.

## RESPONSIBILITIES

- Seasonal, part time position approximately April to November
- Must be able to work a combination of Morning Shifts (approx. 5:30 AM – 2 PM) and Evening Shifts (approx. 2 PM - 10:00 PM) on Weekdays and Weekends
- Greet all customers, guests, and employees in a friendly manner.
- Answer Telephone Lines
- Reserve Customer Tee Times in Reservation Software
- Knowledge of all equipment use, safety, and cleaning.
- Perform all daily Proshop duties as instructed in the Proshop employee manual.
- Knowledge of all golf specials, and special events.
- Collect and ring in all payments for golf, carts, merchandise etc.
- Efficient and accurate money handling.
- Keep Proshop clean and neat.
- Responsible for following all safety and sanitation standards.
- Must arrive at work on time and in proper attire including your name tag.
- Requires dependability, following posted work schedule including flexible hours, weekends & holidays.
- Maintain accurate time cards.
- Requires the ability to understand and follow oral and written direction, to communicate effectively, to maintain cooperative working relationships with other employees and the public and to keep accurate records of Proshop sales.
- Ability to use good judgment and work independently.
- May be responsible for closing the Proshop & Clubhouse.
- Additional Duties as Required.

## EMPLOYEE STANDARDS

- Minimum age of 18.
- Must be customer oriented with excellent interpersonal and communication skills.
- Computer keyboard skills a must. (Sales, tee time bookings and data entry)
- Must be able to perform tasks in a fast pace environment.
- Must be able to follow and enforce policies and procedures set forth by CSHGC.
- Must be able to lift up to approximately 25 lbs.
- Golf knowledge is very helpful.

## BENEFITS

- Hourly Wage
- Golfing Privileges.
- Driving Range Privileges.
- Discount on Food, Fountain Drinks & Coffee (While working).