

**Position Summary:**

The Golf Shop Attendant will offer friendly and expedient service to the property's guests and assist the golf professional staff in golf shop operations, merchandise sales and other golf-related activities.

**Qualifications, Knowledge and Skill Requirements:**

- Must be highly motivated, goal driven and a self-starter
- Must acquire basic computer knowledge
- Must have strong customer/guest orientation
- Must have strong communication and interpersonal skills
- Must be dependable
- Knowledge about the game of golf preferred.

**Responsibilities:**

- Maintain professional appearance
- Process customer reservations for guests of the golf course
- Provides customer service to arriving guests to help expedite check-in process
- Arranges and displays golf shop inventory as necessary and directed
- Collects green and cart fees (and other revenue) from guests and processes in the POS system as trained
- Issues receipts for guest purchases
- Takes messages for staff or guests
- Assists in packing and unpacking inventory and golf operations supplies
- Assists in reconciliation of cash and accounts receivable charges to daily register at the closing of the day
- Performs clean-up and closing procedures
- Perform other duties as assigned by supervisor or manager

**Working Conditions:**

- While performing the required duties of this job, the employee is regularly required to reach with arms and hands
- The employee often is required to walk, stand, talk or hear, handle, feel or operate objects
- The employee must be able to lift and/or move up to 30lbs occasionally
- The employee will occasionally be required to sit, stoop, kneel, crouch, or crawl
- Specific vision abilities include close, distance, color, and peripheral vision, and depth perception
- Noise level is moderately quiet
- Work extended hours during golf and holiday season
- Work weekends and holidays
- This position is anticipated to work an average of 1 hour to 29 hours per week

**All job descriptions are subject to a periodic review. Additional duties will be assigned occasionally by management.**

*Indigo Golf Partners is an Equal Opportunity Employer committed to providing a diverse environment.*