



Pro Shop Attendant

Status:

Non-exempt

General statement of duties:

Performs duties relative to Pro Shop operations including starting of play, scheduling tee times, maintaining organized shop inventory, managing cash, and POS system.

Supervision received:

Work under the direct supervision of the Pro Shop Manager.

Supervision exercised:

None

Specific duties and responsibilities:

The following are illustrative only and are not all-inclusive:

- Promotes and markets Pro Shop merchandise.
- Follows daily cash handling procedures.
- Keeps work area organized and clean.
- Organizes merchandise and display areas.
- Changes merchandise displays as directed.
- Unpacks and prices merchandise as directed.
- Sorts and distributes daily mail.
- Mails outgoing items.
- Processes special requests for merchandise.
- Maintains Handicap Computer and Handicap Postings.
- Manages availability of cart inventory for necessary scheduled amount of play.
- Manages Pro Shop counter and controls scheduled play.
- Inspects carts for cleanliness and condition.
- Answers telephone, booking play times, and providing information.

And other related duties as required.

Required knowledge, skills and abilities:

- General understanding of Pro Shop operations, handicapping, tournament operations, course rules, safety rules, and golf course policies.
- Skilled in the use of office machinery and computers.
- Ability to effectively communicate, and maintain effective working relationships with elected officials, supervisors, employees and the public.
- Ability to communicate effectively both orally and in writing.

Required education and experience:

- Any combination of experience and training resulting in the required knowledge, skills and abilities.

Necessary special requirements:

None.