



Position: Pro Shop Assistant (3)	Remuneration: \$14.00- \$16.00/hour
Term: Seasonal Part-time	Benefits: Meals @ 50%, Merchandise at Cost & Golf Privileges

Assist the Assistant General Manager in the day-to-day operations of the golf shop while ensuring our clients enjoy their experience with Greensmere in a courteous and friendly environment.

Reporting to the Assistant General Manager and the Assistant Pro Shop Manager.

Requirements:

- Knowledgeable on specifics concerning the rules and regulations pertaining to the game of golf;

Duties Include:

- Opening and closing the pro shop, including setting the alarm system;
- Providing quality service to members and guests;
- Answering the phone and booking tee times;
- Balancing tee sheets and till daily;
- Facilitating the smooth operation of daily play;
- Managing the driving range;
- Managing the back shop staff when required;
- Dusting, vacuuming and maintaining a clean golf shop;
- Recording phone messages for pro shop and office staff;
- Receiving materials for the golf course;
- Displaying merchandise in an attractive manner;
- Sale of pro shop merchandise and knowledge of same;
- Operating the computerized point of sale system;
- Assisting members in putting handicaps into the computer; and
- Other duties that arise or as may be assigned by management.

February 2018