

## **Golf Shop Assistant Responsibilities & Job Description**

The Golf Shop Assistant is responsible for assisting the Operations Manager & Assistant Golf Professional with the day-to-day operations of the golf shop and services department by administering the day-to-day golf shop duties, such as opening and closing, answering calls and making golf reservations. This position is also responsible for the assisting with the maintenance of the golf course's cart fleet, as well as, building maintenance.

**Reports to: Operations Manager | Assistant Golf Professional | Director of Golf**

Detailed Golf Shop Assistant Job Responsibilities (includes but not limited to):

- Administer point of sales transactions and maintain the day-to-day golf reservation systems by reserving tee times and lessons, check-in customers, and receiving payments.
- Assist with golf range services by ensuring the driving range is set up and broken down daily and monitoring the cleanliness of the driving range and availability of clean range balls.
- Accurately reconciles cash register sales with daily sales reports at shift change points.
- Ensure the collection and recording receipt of appropriate payment (cash, credit card transactions); in accordance with company and City procedures.
- Keep a working knowledge of all upcoming tournaments and programs to provide accurate information to guests.
- Maintain records of daily play on golf course and other data, as directed.
- Assist with maintaining the data management system within the point-of-sales software.
- Perform outside service duties, such as setting and maintaining cart staging area, the driving range practice tees, putting green, and short game area.
- Perform other duties as assigned or required by upper management.

Qualifications, Education, & Experience

- High School Diploma or Equivalent
- Minimum 1 years' experience in sales or customer service
- Strong verbal and written communication skills with groups, personal initiative, and leadership ability
- Proficiency in MS Office (Word, Excel, and Power Point)
- Knowledge of the basic rules of golf