

Golf Shop Attendant - Full-time and Part-time, Seasonal

Golf Shop Attendants will report directly to the Golf Shop Manager. An integral part of the Golf Shop team, they will support the team in executing daily golf operations. They will provide excellent customer service to the members and guests.

Key Responsibilities

- Tee time management, receive incoming phone calls for tee time bookings
- Carry out the opening and closing details including till reconciliation and site security
- Process payments including shop purchases and guest fees
- Enforce rules and regulations of the club
- Assist in organizing club events
- Greet members and guests in a prompt and professional manner
- Ensure the golf shop is kept organized, tidy, and is always well presented
- Regularly update merchandise displays and sale areas

Qualifications

- Outgoing and energetic personality
- Strong interpersonal and communication skills
- Strong customer service skills
- Point of sale and cash handling skills
- Basic knowledge of Microsoft Office (Word, Excel, Publisher)
- High initiative and self-motivated
- Ability to work independently and within a team
- Ability to work in a fast-paced environment
- Driver's license

Employment Details

- March 15 – October 15
- Must be flexible with hours (mornings, evenings, and weekends to meet seasonal demands)

Remuneration

- \$13.00 per hour
- Subsidized staff meals
- Golf Privileges
- Driving Range Privileges
- 30% off Golf Apparel and 15% off Hard Goods
- Access to the Wellness Centre