

## **Golf Retail Attendant**

**Reports To:** Golf Professional

**Position Summary:** The Retail Attendant is responsible for providing customer service to members and their guests to enhance the golfing experience.

### **Experience/Requirements:**

- No experience required.
- Able to effectively communicate using the English language.

### **Core Responsibilities:**

- Pull carts out for use day to day.
- Provide outstanding service.
- Interact enthusiastically with customers and fellow employees.
- Learn members' names.
- Welcome members and guest with a smile.
- Address customers using titles when known.
- Maintain cleanliness of Golf Shop throughout the day, including removal of trash.
- Sanitize water cooler at least once every day.
- Maintain water and cup supply on golf course.
- Manage beverage inventory including accepting deliveries.
- Assist with merchandising the inventory.
- Promote retail sales.
- Inform Pro or supervisor when merchandise level is low throughout the day.
- Assist members to find a game.
- Assist with range course.
- Answer phone and take messages.
- Load clubs for members and their guests.
- Unload and clean clubs if they are stored with us.
- Maintain security of Golf Shop.

### **Minimum Physical Job Requirements:**

- Able to lift up to 25 pounds.
- Able to be on feet for four (4) to eight (8) hours a day.