

Golf Shop Attendant job description

The Oasis Golf Club is looking for part-time Golf Shop Attendant to join our Team.

The Golf Shop Attendant promotes the game of golf and the club while providing the utmost hospitality and service to members and guests. Using the computer reservation system, make tee time reservations for members, non-members and tournaments. Respond to inquiries both in person and on the phone. Ensure the Golf Shop and rental equipment are clean and in working order on a daily basis. Work closely with the starters and marshals to ensure smooth operation and traffic flow on the course.

Requirements

- Able and willing to walk and stand for long periods of time
- Requires the ability to speak, read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers, with a "customer first" mentality
- Hospitality demeanor to assist with enforcing Club policies and rules with members and guests.
- Excellent telephone and verbal communication skills are required.
- Must have above-average math and computer skills.
- Must be able to multi-task.
- Must be reliable, committed, and protect the integrity of the business at all times.
- Must work well with other team members.
- Cash handling and customer service experience preferred

Responsibilities

- Greets and directs all members and guests.
- Answers all incoming calls and schedules tee-times and events.
- Answers all inquiries regarding fees, tournaments and regulations.
- Provides knowledge of proper golf etiquette, golf rules and course conditions.
- Makes quick decisions and exercises good judgment. Must demonstrate actions in a variety of circumstances, including emergency situations.
- Assists with tournament planning and execution.
- Accountable for all cash, check and credit card transactions that may, at times, be high volume.
- Utilizes Point of Sales system and creates daily sales reports.
- Performs other related duties and special projects as assigned.

Job Type and benefits

- Part-time: Able and willing to work holidays, evenings, weekends and overtime as requested.
- Wage: \$12.00 - \$15.00 depending on experience
- Employees play free on either Oasis golf course with some restrictions

Applying

- Complete Application for Employment or bring resume to the Dir. of Golf Operations' office
- 100 Palmer Ln, Mesquite, NV ● 702-346-7820 x242 ● jgoodman@pga.com
- Application deadline: Open until filled