



Pro Shop / Clubhouse

Primary Objective

Under the direction of the Recreation Manager, assist in pro shop and clubhouse daily operations.

Essential Functions

Ongoing

- Using excellent customer service skills establish and maintain effective working relationships with other staff members and guests
- Greet and collect fees from visitors and maintain balanced records of monies collected
- Responsible for completing any required daily reports
- Respond to customer inquiries professionally and in a timely manner
- Assist with Tournaments and Special Events
- Open and close Clubhouse operations
- Maintain cleanliness of Clubhouse
- Assist Food & Beverage Supervisor with food preparation and cooking
- Operate POS and computer system proficiently
- Any other duties assigned

Qualifications

- Golf operations experience in a pro shop golf environment would be an asset
- Proserve certificate
- Full and part time seasonal (May – September)
- Able to work independently and as a team with minimum supervision
- Ability to work under pressure, prioritize tasks
- Must be able to work flexible hours including evenings, weekends and holidays
- Positive attitude
- Team Player