



Pro Shop Attendant - 2023

Reporting to the Manager, Golf Operations, the successful candidate will be responsible for providing exceptional member and guest experience through various points of contact, merchandising, Pro Shop retail sales, golfer reception and golf services. Position is located at Picton Golf & Country Club, 734 County Rd 49, Picton, Ontario.

Key Responsibilities

- Manage duties relating to the daily opening and closing of the Pro Shop.
- Ensure polite, knowledgeable and seamless golfer reception and check-in.
- Provide knowledgeable and courteous information to member and guest inquiries, both in person and via telephone or other electronic submission.
- Develop knowledgeable and effective use of the tee time booking system and point of sale (POS) system, including the management of daily sales reconciliations.
- Complete administrative duties and reports in a timely manner, including attendance, checklists and incident/accident reports.
- Ensure member cart rentals and seasonal leases, and guest cart and club rentals are handled promptly and efficiently.
- Provide retail sales and on-going upkeep and appropriate display of merchandise.
- Assist in the physical upkeep and cleanliness of Pro Shop and surrounding area.
- Be knowledgeable about Club activities, events, and promotions.
- Assist in tournament and member event organization and execution, including but not limited to signage, registration and scoring.
- Maintain complete vigilance while on duty and take appropriate action in emergency situations.
- Remain current with and adhere to Club procedures and policies, including health and safety requirements and incident reporting.
- Report all concerns, accidents and incidents to immediate supervisor in a timely fashion.
- Attend meetings/training as required.
- Perform other duties as assigned.

Additional Requirements and Job Information

- Seasonal and part-time job opportunity, from the end of April through to the end of October
- Minimum age requirement: 16 (Retirees accepted.)
- Driver's License is an asset.

- Knowledge of the game of golf and its rules and regulations required.
- Smart Serve certification is an asset.
- Standard First Aid Certificate is an asset.
- Exceptional customer service and communication skills and the ability to understand and carry out written instructions.

Salary Information and Benefits

- Hourly rate: \$15.50 - \$17.00.
- Staff Uniform shirts and facemasks are supplied.
- Benefits: Golf Playing privileges at Picton Golf & Country Club included.

Applications must be received by April 1, 2023.