

Gus Wortham Park Golf Course
Job Description: **Golf Shop Attendant**

Golf Shop Attendant assists in the management of day-to-day golf operations of the facility. The position is responsible for basic golf shop duties and help in managing Outside Staff Attendants, Starters, and Marshals. All duties of the position shall be performed with a commitment to the highest level of customer service and satisfaction of all guests.

Responsibilities

- Assist with golfer check-in and fee collection; control and manage play.
- Assist with all opening and closing procedures.
- Assist with men's, women's, and junior golf events and programs.
- Assist with management of outside staff to ensure the highest quality of customer service.
- Assist in managing golf cart operation and practice facility.
- Ensure golf carts are clean, safe, and properly prepared with full sand bottles, scorecard, and pencils.
- Perform periodic cart maintenance and special repair.
- Assist with facility quality maintenance and cleanliness.
- Perform general cleaning tasks as assigned by managers and/or supervisors.
- Work to ensure that all golf course rules, dress code and beverage policies are followed by guests.
- Perform duties during adverse weather conditions.
- Always conduct oneself in a professional manner and maintain a professional image.
- Any additional task assigned by a manager and/or supervisor.

Job Requirements

- Prior golf course experience preferred.
- Fundamental knowledge of the game of golf.
- Strong organizational, planning and prioritization skills.
- Self-motivated with desire to promote and market.
- Service and guest focused attitude.
- Experienced in written and oral business communications.
- Experienced computer user including Microsoft Word and Excel.
- Positive role model for all Team Members by demonstrating the expected behavior and work ethic.
- High school diploma or equivalent preferred.
- Must be 18 and have valid driver's License.

Compensation and benefits:

- Hourly wage: \$10 - \$12 per hour depending on experience.
- Golf privileges at the facility you are employed.
- Driving Range privileges at the facility you are employed.
- Discounts on golf equipment and merchandise purchases.

Please email your Application/Resume to **cnelson@hga.org**