

Golf Shop Attendant

Rochester, MI 48307

Part time/ Nonexempt

Salary: \$10.00 to \$12.00 per hour depending on experience

Great Oaks Country Club is an 18-hole private golf club. Golf Shop Attendant works directly under the Director of Golf Mark Maras.

The Golf Shop Attendant will be responsible for giving the highest Member & Guest service, maintaining the golf shop in an appealing manner, and creating a positive atmosphere while dealing with customers, golfers, and fellow associates.

Responsibilities:

- Enthusiastic greeting of Members & Guests (by name if possible)
- Speak with Members & Guests in a friendly, warm manner making them feel welcome
- At all time Display conduct appropriately in accordance with the Great Oaks Employee Handbook
- Utilize a working knowledge of club operations
- Render professional advice, opinions, assistance, and services as required.
- Perform duties and meet requirements for tournaments, club operations, member services
- Assist in presentation of the golf shop
- Maintain and balance daily cash register
- Provide a Member & Guest friendly environment

Specific Functions:

- Must be able to operate the hand-held radio communication device
- Must be able to effectively communicate with fellow staff members
- Working knowledge of computer operating systems and Point of Sale

Marginal Functions:

- Respond to any reasonable task as assigned by supervisor or manager
- Assist in other departments as needed

Qualifications:

- Computer skills and POS knowledge
- Excellent customer service skills
- Ability to work successfully in a highly team-oriented atmosphere
- Must be able to work a rotating schedule including weekends, holidays, AM/PM Shifts

This is a part-time seasonal position however during our main season overtime will be available.

Please send application or resume to apply directly to markm@greatoaksc.com