

Golf Shop Attendant

Wolf Creek Golf Resort

Location: Ponoka, Alberta

Department: Golf Operations

Reports To: General Manager

Classification: Full Time or Part Time (must be able to work any shift including early mornings, days, weekends & holidays)

Summary:

Wolf Creek is looking for an energetic, self-starter with a strong work ethic to join our Golf Operations team for the 2023 season. The Golf Shop Attendant will be responsible for providing excellent service to all players enjoying their day at Wolf Creek. Flexibility is key as the Golf Shop Attendant will be required to perform many different day-to-day tasks.

Responsibilities:

- Check in players for their scheduled tee times accurately and efficiently.
- Book tee times over the phone.
- Maintain set up and supply of Power Carts and Practice Range balls.
- Process credit/debit card and cash transactions.
- Greet and assist players upon their arrival to Wolf Creek.
- Clean and fuel Power Carts.
- Learn product knowledge of stock in the Pro Shop to assist/sell players.
- Maintain a clean and organized Pro Shop work area.
- Perform minor cleaning duties around Pro Shop, Landing and Clubhouse.
- Proficient in all our golf rates and programs.
- Help resolve player issues when required.

Qualifications:

- Strong customer service and troubleshooting skills
- Able to work with minimal supervision
- Ability to deal with people sensitively, tactfully, diplomatically and professionally at all times
- Computer Literate
- Professional appearance and manners
- Strong work ethic and positive team attitude
- Strong attention to detail

- Ability to be flexible to fast paced situations
- Excellent communication skills
- First Aid (preferred)
- Lifting or moving up to 30 lbs may be required

To Apply:

Please submit your resume and cover letter to Aaron Miller, General Manager via email at manager.wolfcreek@golfnorth.ca . Please write “Wolf Creek – Golf Shop Attendant” in the subject line.