

## **Golf Shop Attendant**

### **Scenic Woods Golf Club**

**Location:** Hannon, Ontario, Canada

**Department:** Golf

**Reports To:** General Manager

**Classification:** Full Time Seasonal (Must be available to work any shift including early mornings, days, weekends, and holidays)

#### **Summary:**

Golf Shop Attendant will provide our customers with a high level of customer service, and will be responsible for processing credit card, debit card and cash transactions using a custom Point of Sale system. Other responsibilities will include cleaning and stocking the pro shop area and may include moving and cleaning golf carts.

#### **Responsibilities:**

- Answer customers' questions
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods and services, and tabulate bills using calculators or POS systems.
- Greet customers entering the establishment.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain a clean and orderly golf shop area inside and outside.
- Receive payment by cash, cheque, credit cards, vouchers, or automatic debits.
- Resolve customer complaints.
- Compile and maintain non-monetary reports and records.
- Stock shelves, and mark prices on shelves and items.
- Perform minor maintenance work, and clean-up duties.

#### **Qualifications:**

- High school diploma or GED required
- Strong customer service and troubleshooting skills
- Exceptional conflict resolution, negotiation, and objection handling skills
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to work with minimal supervision
- Effective work habits

- Excellent organizational skills
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Computer literate, including effective working skills of MS Word, Excel and email
- Proven data entry and typing skills
- Professional appearance and manners
- Strong work ethic and positive team attitude

**To Apply:**

Please submit your resume and cover letter to Richard Sweeting at [manager.scenicwoods@golfnorth.ca](mailto:manager.scenicwoods@golfnorth.ca). Please write "Scenic Woods - Pro Shop Attendant" in the subject line.

**Job Posting**

Scenic Woods Golf Club requires an energetic, mature, motivated and career-minded new Golf Shop Attendant to provide our customers with a high level of customer service. Responsibilities will include the processing of cash, credit or debit card transactions. Other responsibilities will include minor clerical work, housekeeping and other duties as assigned.

Scenic Woods Golf Club is part of the GolfNorth Properties family of courses offering competitive wage packages, an incredible work environment, and career advancement opportunities.