



Assistant Golf Professional

FLSA Status: Non Exempt
Department: Golf
Reports to: Head Golf Professional or Other Department Manager or Director

General Purpose:

Assists in administering all daily operations including, but not limited to: facilitating sales, assisting with merchandise, operating POS system, managing handicap and tee sheet applications, acts as ranger, starter, guest relations, outside service or golf shop shifts.

Essential Duties:

- ◆ Assists in administering all point of sales application revisions and needs as it applies to green fee sales, merchandise sales, and member/guest billing. Coordinates with Accounting Departments all policy and procedure revisions, updates, and implementation.
- ◆ Reconciles daily tee sheets, performs check-in, and receives payments from members and guests. Resolves discrepancies as it applies to duplicate charges and over or under payment. Tracks all force posts and no show charges as applicable.
- ◆ Promotes all club golf activities.
- ◆ Assists in the creation of lesson plans and provides both individual and group instruction.
- ◆ Maintains a clean, orderly, and well-stocked golf shop. Assists retail buyer with procurement and merchandise and shop assistants with merchandising and sales.
- ◆ Prepares for all golf outings including coordinating scorecards, cart labels, rules sheets, score sheets, format sheets, favors, pairing sheets and hole assignments.
- ◆ Monitors all members' scores, reports handicapping to USGA and bills members.
- ◆ Follows established opening and closing procedures.
- ◆ Assists with associate training.
- ◆ Incorporates safe work practices in job performance.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

Associate's degree (AA); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Regularly stands, walks and sits. Occasionally climbs or balances; stoops, kneels, crawls or crouches. Frequently uses hands; reaches with hands and arms. Frequently talks or hears; tastes or smells. Occasionally lifts up to 50 pounds.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather). Frequently works in outdoor weather conditions. Noise level is moderate.

Certificates/Licenses:

Current PGA/LGPA Membership

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English is required in order to perform the duties of the job (e.g. the associates are required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Knowledge of Microsoft Office applications.
- ◆ Experience with computerized POS and tee time system.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.