



Sales Attendant

FLSA Status: Non Exempt
Department: Golf or Recreation-Swim-Tennis
Reports to: Head Golf Professional; Director, Fitness; or Other Department Manager or Director

General Purpose:

Offers superior customer service while selling merchandise and assisting management in merchandising, inventory control, reservations, and special events preparation.

Essential Duties:

- ◆ Performs opening and closing procedures for the shop or store.
- ◆ Responsible for accountability of all sales and money transactions made.
- ◆ Collects applicable fees from patrons as they arrive.
- ◆ Makes reservations (tee-times, classes, etc) and assists customers on the phone.
- ◆ Assists guests by selling merchandise and providing information in a professional manner.
- ◆ Assists with rotating stock and keeping displays clean and orderly.
- ◆ Assists with general cleaning of the shop or store.
- ◆ Assist with creating appealing displays.
- ◆ Assists with periodic physical inventories.
- ◆ May works with guest services and player assistants to facilitate orderly start and play on the golf course.
- ◆ Incorporates safe work practices in job performance.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands and uses hands; reaches with hands and arms, talks or hears. Occasionally walks, sits, climbs, balances, stoops, kneels, crawls or crouches. Regularly lifts up to 10 pounds and occasionally lifts up to 50 pounds.

Environment/Noise:

Occasionally works in outdoor weather conditions. Noise level is moderate.

Certificates/Licenses:

None Required

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

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.

