

CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: Golf Pro Shop Attendant

DEPARTMENT: Parks and Recreation

DATE: 12/12

REPORTS TO: Golf Professional at Beaver Meadow Golf Course

JOB SUMMARY:

Under the general direction of the Golf Professional, the Golf Shop Attendant responsibilities include welcoming and assisting guests with purchases in the golf shop, assisting in creating aesthetically pleasing displays for merchandise, and stocking merchandise. Must be proficient and comfortable with point of sale (POS) transactions and the collection of retail and green fee sales to include but not limited to tee-time reservations and pro shop merchandise. Other duties include but are not limited to assisting other golf course staff, general golf shop operations, scheduling tee time reservations, tournaments, outings and assisting with the preparation and operation of tournaments, and cleaning of the golf shop. The attendant will work closely with the Starter/Rangers to ensure smooth operation of traffic flow on the golf course.

REQUIREMENTS:

Knowledge of golf rules and regulations

Excellent customers service skills

Excellent telephone skills

Familiarity with computers

Cash handling proficiency

Ability to use credit card machines

Knowledge of the game of golf and terminology

Experience in retail sales

Use of computer based POS software

Ability to work closely within a team environment to ensure the smooth running of the entire Pro Shop operation.

Be able to lift and carry up to 50 lbs.