

Golf Shop Assistant Responsibilities & Job Description

The Golf Shop Assistant is responsible for assisting the Operations Manager & Assistant Golf Professional with the day-to-day operations of the golf shop and services department by administering the day-to-day golf shop duties, such as opening and closing, answering calls, and making golf reservations. This position is also responsible for assisting with the maintenance of the golf course's cart fleet, as well as, building maintenance.

Reports to: Head Professional and 1st Assistant Golf Professional

Detailed Golf Shop Assistant Job Responsibilities (includes but not limited to):

- Administer point-of-sales transactions and maintain the day-to-day golf reservation systems by reserving tee times and lessons, checking in customers, and receiving payments.
- Assist with golf range services by ensuring the driving range is set up and broken down daily and monitoring the cleanliness of the driving range and availability of clean range balls.
- Accurately reconciles cash register sales with daily sales reports at shift change points.
- Ensure the collection and recording receipt of appropriate payment (cash, credit card transactions); following company procedures.
- Keep a working knowledge of all upcoming tournaments and programs to provide accurate information to guests.
- Maintain records of daily play on the golf course and other data, as directed.
- Assist with maintaining the data management system within the point-of-sales software.
- Perform outside service duties when needed, such as setting and maintaining the cart staging area and the driving range practice tees
- Perform other duties as assigned or required by upper management.

Qualifications, Education, & Experience

- Experience in sales or customer service a plus
- Strong verbal and written communication skills with groups, personal initiative, and leadership ability
- Comfortable with computers, POS systems, and a proficiency in MS Office (Word, Excel, and PowerPoint)
- Knowledge of golf a plus

Extra Benefits

- Playing privileges for yourself and family/friends. As the cost of golf continues to rise this becomes a HUGE benefit.
- Cost +10% on ALL merchandise and clubs.
- Associates or proven Assistants can subsidize income with lessons.