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| **Pro Shop Starter**  **And other Pro Shop Workers** | | |
| **Job Description**  (last updated: 5/2020) | | |
| **Department:** | Golf | |
| **Position Reports to:** | Assistant Golf Pro |  |
| **Pay Grade:** | 1 | |
| **Employment Type:** | Seasonal Hours | |
| **Exempt/Nonexempt:** | Non-exempt | |
| **Description:** | Under the supervision of the Golf Pro and Assistant Golf Pro, all Pro Shop employees perform duties necessary for the operational function of the Golf Course. | |
| **Duties:** | Collect green fees and customer relations.  Start players on course and manage both tee boxes.  Time management on course (i.e. making sure the course is running on time,  some marshalling duties).  Always try to get the optimum number of golfers on the course daily.  Answer phone and fill tee times for the week.  Manage the cart shed and cart line (i.e. charging and cleaning of carts, some  minor repairs when necessary).  Cleaning, sanitizing of high touch areas in clubhouse throughout the day.  Check out cash register and calculating of rounds at the end of each day,  balancing the register and money.  Maintenance of the Pro Shop and entry way areas.  Lock and secure all doors and set the alarm system at the end of the day.  Driving and range balls (i.e. collecting, cleaning and renting). | |
|  | All other duties as assigned. | |
| **Qualifications:** | Must be a high school graduate. Must have a valid Utah Drivers License. Must have some knowledge of golf and the golf business.  **KNOWLEDGE, SKILLS, AND ABILITIES**  Must have excellent customer relation skills as well as phone skills. Must be able to use a cash register, give proper change and be able to balance register daily. Must be a self-motivator, the ability to see what needs to be done and then do it. Must be able to do moderate lifting, up to 50 lbs. Must be physically fit enough to handle the strains of this job (i.e. standing for up to 8 hours). Must be willing to work holidays and weekends as needed. | |
| **Physical Demands:** | Must be able to stand and walk for long periods of time as well as stoop, kneel, and lift up to 50lbs. Must have good customer service skills and be able to take money and make change. | |