



Sun Willows Golf Course is hiring in the Pro-Shop!

Like people? Enjoy communication and a fun work environment? Want to play free golf?

SUMMARY/PURPOSE:

The Golf Shop Assistant provides support to the Golf Operations department. This position is responsible for aiding the Golf Professionals to manage the Golf Shop, golf customer service, and Course programs. This position assists the Golf Professionals in the successful growth and operations of the company.

ESSENTIAL FUNCTIONS:

PROMOTE FINANCIAL STABILITY

- Promote and sell golf shop merchandise, memberships, equipment and assist with customer service to a fun group of people!
- Assist Golf Professionals to execute all tournament activities.

FOSTER TEAMWORK AND COHESIVENESS

- Direct Outside Service Attendants, and Marshals.
- Attend departmental meetings as required.

ENSURE COMPANY AND REGULATORY COMPLIANCE

- Open and close Golf Shop in accordance with accepted policies and procedures.
- Utilize the point-of-sale (POS) register system to schedule golf tee times, register guests for play, and perform financial transactions.
- Administer the continuous use of an effective pace of play program.

BUILD POSITIVE RELATIONSHIPS WITH THE COMMUNITY

- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Minimum two (2) years experience working in a retail environment.
- Knowledge of golf, not required but helpful.
- Working knowledge of Microsoft Office applications including, but not limited to, Word, Excel, and Access and basic e-mail.

Must have the ability to work all shifts including weekends.

Part Time hours available 20 to 35 hrs per week.

Please pick up and return job applications to the Pro-Shop. No phone calls please.

Mail to:

Sun Willows Golf Course
2535 W. 20th Ave
Pasco, WA 99301