

JOB POSTING BRAYS ISLAND PLANTATION

TITLE: Golf Shop Attendant Full-time with benefits (weekends and holidays)

REPORTS TO: Director of Golf

EXEMPT STATUS: Non-Exempt

FUNCTION: Serves to assist in providing customer services for the Brays Island Plantation Golf Pro Shop. Responsibilities include maintenance of point-of-sale system, implementation of golf programs and policies, and operation of retail merchandise activities. Ensures that all programs and services are conducted and fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation.

DUTIES AND RESPONSIBILITIES:

1. Assists Director of Golf and Head Golf Professional in maintaining the handicap and point-of-sale programs.
2. Organizes, sells, and special orders retail merchandise and appropriately posts to point-of-sale system.
3. Greets members and their guests in a hospitable and friendly manner.
4. Ensures shop is attractive, neat, clean and merchandise is appropriately displayed.
5. Assists in the preparation of golf tournaments.
6. As required, assists in taking periodic inventories.
7. Issues other amenity or service fees.
8. Provides exceptional customer service to owners, guests and internal and external partners
8. Other duties as specified by the Director of Golf and/or Head Golf Professional.

PHYSICAL REQUIREMENTS:

1. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
2. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities. Must be able to exchange and receive information over the telephone.
3. Position involves sitting, standing, and/or movement throughout the day. Must be able transport oneself not only around the office, but also around Brays Island facilities, as well as from the pro shop to all areas of the golf course.
4. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills. Must be able to exchange and receive information over the telephone.
5. Must be able to work extended hours, weekends and holidays when necessary.
6. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 45 lbs. This can occur throughout the day repeatedly.
7. Performance of duties may require employee to be both inside and outside. Inside the temperature will be controlled and with the use of fluorescent lighting. Outside will expose the employee to the elements that may be wind, rain, cold and extreme heat/humidity.
8. Must possess a valid state driver's license and be capable of operating a vehicle in a safe manner.
9. Must be physically and intellectually capable of operating a personal computer, printer, facsimile machine, telephone, cash register and various other routine business equipment items.

ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work on more than one assignment at a time with interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
3. Must be able to work in a well-lighted, temperature-controlled area sufficient in size to allow freedom of movement to accomplish tasks.
4. May be exposed to outdoor elements in an uncontrolled temperature environment with varied lighting.

EDUCATION AND EXPERIENCE:

1. High school graduate or equivalent.
2. Previous experience in a golf pro shop or related golf activity.
3. Knowledge of personal computer and point-of-sale system desirable.
4. Retail business experience highly desirable.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.