



Employment Opportunity

Position: PRO SHOP ASSOCIATE (2 POSITIONS)
Contract: SEASONAL – PART-TIME
Department: GARDEN RIVER GOLF RESORTS SILVER CREEK
Reports to: CLUBHOUSE MANAGER

Garden River Members encouraged to apply

Overview

The Pro Shop Associate is responsible for greeting all guests as they arrive in the pro shop. He or she is also responsible for all golf related operations including registration, tee times, pro shop sales and scheduling tee times.

Duties/Responsibilities

- Answers and directs all incoming calls, takes messages when appropriate
- Greets and directs all visitors; asks all players (even members) to sign in
- Informs players of course conditions and daily care rules (including weather)
- Readies golf carts for rental to customers
- Maintains a constant presence in the pro shop
- Monitors restrooms every hour
- Empties trash throughout clubhouse daily, sweeps floors, etc.
- Dusts pro shop, cleans stock, ensures all surfaces and displays are clean and attractive
- Empties trash from and returns carts to storage at end of shift; if needed, washes mud from cart
- Tracks carts and players to determine who is left on the course
- Immediately notifies Manager if a customer is unhappy or if there is a problem on the course
- Knowledge of golf rates, programs and membership options
- Constant communication with guest services to ensure pace of play is monitored
- Performs other related duties as assigned

Qualifications

- Must have pleasant, courteous, and professional personality to deliver quality customer service
- Previous sales experience is an asset
- Must have knowledge of the rules of golf and golf etiquette
- Ability to handle cash accurately and thoroughly and knowledge of POS system an asset
- Excellent communication skills, positive attitude, and professional demeanour
- Ability to work under pressure
- Ability to work independently and as part of a team
- Must be willing to work flexible hours and/or shift work
- Must be willing to provide a CPIC
- Must be able to lift up to 50 lbs

Interested applicants can email or drop off their resume and cover letter by **April 5, 2019**. Please ensure **SILVER CREEK GOLF COURSE** is noted as reference to in the email or envelope.

We would like to thank all applicants that applied but only those selected for an interview will be contacted.

Thankyou for your interest in Garden River First Nation.

Human Resources
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Paul Calic, Human Resources Manager

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