



Old Hickory Golf Club
W7596 State Rd 33
Beaver Dam, WI 53916
920-887-7170
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info@oldhickorygolfclub.com

GOLF SHOP ATTENDANT

JOB DETAILS & BENEFITS

Hourly compensation: \$10-\$12/hour
Part-time
Free golf available if you work an average of 25 hours/week
Employee Discount
Gratuity Opportunities
Day Shifts, Evening Shifts, Weekend availability

JOB DESCRIPTION: POSITION & SUMMARY

Position
Pro Shop Attendant Job Description

Job Summary

The Pro Shop Attendant assists in the daily operations and maintenance of the Golf Course Pro Shop and Clubhouse, to ensure all golfers and guests have an enjoyable experience. The Pro Shop Attendant is a parttime seasonal position normally lasting for seven months between Early-April and Early-November, with the possibility of working occasional offseason functions as well.

REQUIREMENTS

- Minimum of 18 years of age
- Prior golf course experience preferred
- Prior bartending experience preferred
- Knowledge of the game of golf preferred
- Ability to operate a cash register and give change correctly and accurately
- Ability to stand for an eight hour shift
- Attention to detail
- Ability to work evenings, weekends and holidays
- Strong organizational, planning and prioritization skills
- Excellent service and customer focused attitude
- Excellent communication skills

DUTIES & RESPONSIBILITIES

Pro Shop Duties

- Opening and closing the pro shop
- Operating the point of sale system

- Assisting with the accurate scoring and record keeping for golf outings and leagues.
- Keeping an accurate cash drawer and balancing / closing it at the end of the day
- Answering the telephone
- Scheduling tee-times and golf cart reservations
- Maintaining an accurate inventory of all items for sale in the pro shop
- Assisting the public, members and guests as needed
- Assisting the Head Golf Professional with Jr. Golf Clinics
- Sweeping, mopping and vacuuming rugs floors, sidewalks and decks
- Emptying wastebaskets and garbage cans
- Cleaning and maintaining restrooms
- Removing trash from golf carts
- Shuffling golf carts to ensure the parking area is organized
- Parking and locking golf carts at the end of the day
- Occasionally operating the golf ball picker to clear balls from the range
- Following all established safety procedures including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and ensuring that all work areas are clean before leaving on breaks, end of workday, etc.
- Performing other duties when assigned or when necessary
- Bartending duties in off peak times

QUALIFICATIONS

Friendly, helpful, punctual, organized, and a willingness to learn

SCHEDULING

Schedule is made through a network called Homebase where you can request days off, switch shifts and communicate with other employees and management.

Typical Shifts are:

Open (Approx) 6:30am to 1:00pm

Close (Approx) 1:00pm to 8:00pm

All shifts are subject to change depending on weather and how busy the course is as well as daylight.