



Pro Shop Assistant

Responsibilities

- Greeting guests as they enter the Pro Shop
- Checking in golfers
- Selling merchandise, snacks and beverages
- Opening and closing duties in Pro Shop
- Scheduling tee times
- Brings carts from cart shelter to cart staging area outside golf shop; checks carts for tire pressure, brake operation and other safety concerns
- Loads bags from bag storage room onto carts
- Transports range balls to each end of range and fills appropriate containers
- Places baskets of balls at evenly spaced intervals on range
- Operates tractor and ball picker on range to retrieve balls
- Washes range balls
- Removes bags from carts and returns bags to assigned rack in back storage room
- Returns carts to cart shelter; removes towels, pencils, score cards, tree, drink cans, etc., from carts and saves reusable items; checks carts for abuse; washes cart with pressure cleaner; parks cart in shelter and connects charger cable
- Advises Pro Shop of lost and found clubs
- Cleans all clubs for members and guests; cleans and maintains the club's rental equipment
- Maintains cleanliness of and order in bag storage room
- Attends staff meetings
- Performs other appropriate tasks as assigned by head golf professional
- Reports to head golf professional