



Golf Shop Associate

Le Sueur Country Club
Le Sueur, Minnesota

The Golf Shop Associate is responsible for assisting members/guests and their needs within the golf department. They should also help coordinate those needs with other club departments. Professional communication skills and following through are critical. Knowledge about the golf course, fees, procedures, guidelines, and shop merchandise is required. The primary job function is to assist the member/guest with tee time reservations, apparel, and equipment needs. Associates will assist the Head Professional with tournament operations and handicap administration. In addition, they can function as the Club Concierge by assisting members/guests with other hospitality requests. Associates with Profession Certifications will also assist with the players' golf instruction needs.

Responsibilities

- Assist the duties of the Head professional
- Opening and closing the golf shop, locker rooms, cart barns, and pool
- Comprehension of Lightspeed point-of-sale administration & tee time reservations
- Maintaining a cash bank
- Ensuring accurate billing
- Handling phone calls professionally
- Knowledge of Membership policies & fees
- Understanding of tee time restrictions
- Enforcing club rules
- Maintaining the cleanliness of the golf shop
- Keeping merchandise neat and folded
- Familiarity with apparel and equipment
- Inventory control
- Gift wrapping
- Maintaining supplies
- Shipping and receiving
- Filing special order requests
- Starting & Marshaling
- Tournament operations
- Handicap system administration
- Assisting and supervising the player service staff
- Attend staff meetings

- Golf instruction, club repair & club fitting
- Golfing with members, prospects, and raters
- Other duties as assigned

Skills

- High school diploma or equivalent
- Knowledge of the game of golf is preferred by not required
- Multi-tasking, organizational and time management skills are critical
- Possess excellent communication skills with the ability to articulate professionally the creative ideas and services offered
- Ability to handle multiple guests and operational demands with a high degree of professionalism, operating often with time sensitive deadlines
- Excellent problem-solving skills and the ability to make decisions quickly