



Golf Shop Attendant/Retail Assistant

Essential Duties and Responsibilities include the following:

- Assist members and guests in creating a pleasant and satisfying shopping experience
- Assist and follow up with members and guests on special orders and all other retail needs
- Assist in merchandising and creating new, interesting, and visually pleasing displays, by maintaining a pristine shop appearance and organizing and straightening merchandise displays
- Maintains a professional and service-oriented environment in the Pro Shop by utilizing excellent interpersonal and customer service skills, organizational skills and the ability to multi-task.
- Have a full knowledge of golf tournaments and events and be able to answer members questions pertaining to the events.
- Book lessons and tee time reservations as needed for the Golf Professional
- Checks in guests, utilizing Point of Sale System (POS), for processing purchases, credit card transactions, and answering the phone.
- Follows Club guidelines for opening and closing duties, including cash handling responsibilities; tallying tee sheet and sales at end of day.

The job description includes but is not limited to, the duties and responsibilities described above. Essential functions of this job description are not exhaustive and may be supplemented.

Additional Duties and Responsibilities:

- Proficiency in Microsoft Word and Excel. You must be able to learn new computer programs that the Club utilizes (Northstar Club Management) and operate other office equipment such as fax and copier
- Ability to learn member names, greeting them by name when they enter the golf shop. Must exhibit willingness and preparation to go above and beyond normal expectations on a daily basis for members and guests.
- Must be efficient, detail-oriented, self-motivated and able to take direction in order to complete tasks without the need for managerial follow-up.
- Must have a professional and well-groomed appearance and adhere to dress code and uniform policies
- Must possess an outgoing, friendly, professional personality, be able to communicate clearly and be patient and courteous with members, guests, and co-workers.
- Ability to work weekends and holidays, and lift stock boxes as it arrives.

Minimum Qualifications and Skill Requirements:

- Basic math skills, the ability to write and communicate clearly required.
- Experience handling customer service issues, cash and credit card transactions.

Level: Entry

Job Location: Valparaiso Country Club – Valparaiso, Indiana

Position: Part-time seasonal. 20-30 hours per week.

Salary: Hourly based upon experience

Required languages: English

Required license or certification: Valid Driver's License

To apply please send a cover letter and resume to Jeff Zurawicz PGA Pro at golfshop@valpocc.com or mail to 2501 Country Club Dr., Valparaiso, IN 46383