



Pro Shop Attendant - Balm Beach Golf Club

Positions Available: up to 2

Assist in the day-to-day operations of the golf shop while ensuring our clients enjoy their experience with Balm Beach Golf Club in a courteous and friendly environment.

Duties Include:

- Opens and closes the pro shop, including setting the alarm system
- Providing quality service to members and guests
- Answering the phone
- Informing customers about our facility
- Maintaining a clean golf shop
- Recording phone messages for pro shop and office staff
- Receiving materials for the golf course
- Displaying merchandise in an attractive manner
- Helping to sell merchandise
- Assisting with marketing programs and customer relationship management
- Assisting with leagues and tournaments as required
- Cleaning washrooms
- Range maintenance, washing and stocking of practice range balls
- Directing guests to first tee starter and assisting at arrival and departure
- Power cart and pull cart maintenance, cleaning and staging.
- Other duties that arise or as may be assigned by management

Skills Required:

- Must be Smart Serve certified
- Ability to multi-task
- Ability to apply common sense understanding to carry out written and verbal instructions
- Flexibility to adapt to situations that do not follow standard operating procedures
- Ability to speak clearly, listen carefully, and use personal judgement and knowledge to give information to people

Please send resume with covering letter to balmbeachgolf@gmail.com