



This is a seasonal, hourly position that works directly with LFGC staff in the running of day-to-day golf operations. An essential part of the position is to create a welcoming atmosphere for our customers and staff. All duties essential to pro shop and outside services operations (carts, practice facility, starter ranger) fall within the scope of this position; making tee times, checking in customers, answering phones, assisting with outings, and keeping customers informed of products and services. This position will promote hospitality and goodwill with all patrons, remembering that customer service is our number one priority. Your appearance should always be neat and personality upbeat and friendly.

**Duties and Responsibilities include, but not limited to the following:**

- Book tee times using ForeUp reservation system or equivalent system.
- Use a point-of-sale system to sell goods and services.
- Stock shelves and notify management when items get dangerously low.
- Answer customer telephone calls.
- Register players and send them to the starter in a timely manner.
- Assist customers with all questions and needs.
- Communicate effectively with the public and with fellow employees.
- Assist and communicate with outside staff.
- Assist with opening and closing procedures of the Pro Shop.
- Clean and maintain the Pro Shop and supporting areas; restrooms, entrance areas, inside trash, etc.
- Assist professional staff with day-to-day operations.
- Enforce rules and policies.
- Perform other duties as assigned.
- Potential to work during the week, weekends, and holidays.

A photograph of a rack of golf shirts in a pro shop. The shirts are hanging on dark wooden hangers. In the foreground, a yellow polo shirt is prominent, with a white shirt and an orange shirt visible behind it. The background is blurred, showing more shirts and the interior of the shop.

**Experience Required**

- Excellent verbal communication skills.
- Must know basic math (Counting/resetting cash drawer).
- Customer friendly.
- Basic Golf course operations knowledge.
- Basic knowledge of golf.
- Must be able to adapt to situations.
- Flexible and eager to learn.
- Must have a High School Diploma.
- On feet for long periods of time.
- Can carry up to 50 lbs.