

Pro Shop Attendant/Supervisor

Looking to hire a mature and grounded individual who can work as a pro shop attendant as well as assist the General Manager with the day to day activities of the Walkerton Golf & Curling Club.

We strive to maintain our “small town” image by being an outgoing and positive club that attracts and maintains members and guests alike, who chose to curl and golf at our club each year! We look for ways to go above and beyond and ensuring that everyone has a positive experience while attending at our facility and making everyone feel welcomed and special during their time at our facility.

Responsibilities & Duties

Work in the pro shop during scheduled days and times throughout each week, booking in members and guests who wish to golf throughout the season.

Ensure all transactions are entered into the POS system and that daily sales records are accurate each day.

Maintain and keep accurate logs of tee time bookings, daily sales, facility rentals and inventory records throughout the season.

Assist in the training of staff and ensuring that they also have accurate daily sales readings. As well as promoting a health and safety environment while at work.

Assist in scheduling pro shop and wait staff for both the pro shop and upstairs dining room facilities when needed.

Help to promote the club and any events happening by posting information on the club's Facebook page and other social media platforms.

Individual will report to the General Manager

Qualifications & Skills

A minimum of a Gr. 12 High School OSSD diploma and working experience with the public is essential.

Smart Serve certification will be required prior to starting the position.

Food Handling Safety course is an asset.

Ability to communicate effectively in the English language, both orally and in written form.

Please send Resume to: **hemi2002@wightman.ca**