

Golf Course Specialist/Pro Shop (4)

City of Cedar Hills

Opening Date: March 1, 2007

Closing Date: Until Filled

Job Summary:

This is a part time (20-40 hours per week), seasonal position at the Cedar Hills Golf Course. The Golf Course Specialist/Pro Shop is responsible for overseeing all golf course pro shop activities, including scheduling tee times, selling product, etc. and will report directly to the Director of Golf.

Duties:

- Responsible for all golf course Pro Shop processes and procedures
- Responsible for assisting in all golf course clubhouse, cart and concessions activities
- Responsible for setting tee times, developing tournament preparation, upselling golf products and services, etc.
- Responsible for providing excellent customer service to golf course patrons
- Responsible for golf clubhouse site cleaning and maintenance
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to operate a computer and specific software programs
- Ability to complete basic cleaning and maintenance functions
- Ability to stand and bend for potentially long periods of time
- Ability to lift up to 50 pounds

Qualifications:

- Ability to work well in teams, to work independently, and to exercise judgment and personal initiative
- Fun, outgoing person that interacts well with all golf course staff and patrons
- Ability to complete job tasks without high supervision
- Add value to the City of Cedar Hills Golf Club through positive working skills
- At least 16 years old

Salary:

\$10 per hour

How to Apply:

Send completed City of Cedar Hills Employment Application and cover letter to:
frontdesk@cedarhills.org