

Golf Course Specialist/Pro Shop

City of Cedar Hills

Open Until Filled

Job Summary:

This is a part-time (20-40 hours per week), seasonal position at the Cedar Hills Golf Club, 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:

Do be determined

How to Apply:

Send completed City of Cedar Hills Employment Application and cover letter to:
jmadsen@cedarhillsgolfclub.com.