



Employment Opportunity – Job Posting

Position:	Golf Shop Assistant	Reports to:	Head Golf Professional
Status:	Part-Time; Non-Exempt		

DEFINITION:

This is a part-time position supporting a 365-day/year operation. Under the direction of the Head Golf Professional, this position provides outstanding customer service, operates the point-of-sale system in an accurate and efficient manner, accounting for revenue received from sales, rentals and greens fees. Ensures the pro shop is well stocked, clean and orderly. Assists in directing marshal and cart staff when necessary.

ESSENTIAL FUNCTIONS:

- Greet and welcome the customers in a friendly and helpful manner;
- Operate the point-of-sale system, including cash handling in an efficient and accurate manner; ensure daily revenues are accounted for and reported;
- Promote and sell golf equipment, accessories, and clothing;
- Rent equipment including golf carts, rental clubs, pull, carts, and range balls;
- Assist customers with check-in and fee collection;
- Assign and schedule course play and practice range use;
- Provide excellent customer service, professional advice, and assistance to all customers;
- Manage incoming phone calls including routing calls to the proper person;
- Keep current with golf rules and regulations;
- Ensure pro shop sales floor is fully merchandized, well maintained, and orderly; notify Golf Professional when inventory is low;
- Maintain regular, reliable and punctual attendance;
- Help ensure facilities and equipment are clean;
- Keep current with events and activities occurring at The Grand; and
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent; 1+ years' experience working in a customer service environment utilizing effective interpersonal skills and problem-solving techniques; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above. Must possess, and maintain, a valid Arizona driver's license.

Preferred: knowledge and use of computerized point-of-sale equipment and golf handicap programs.

To Apply: Submit a Sun City Grand application (located at www.suncitygrand.com) to the Human Resources Department at 19726 N. Remington Dr., Surprise, AZ 85374, email hgrand@livegrandaz. If you need an accommodation for either the application or interview process, please let us know prior to submitting your application.

Note: The above position responsibilities and physical requirements are only a representation of and are not all-inclusive of such for this position; the provisions of this job posting do not constitute an expressed or implied contract, any provision contained herein may be modified and/or revoked without notice; final candidates are subject to a pre-employment drug test, background investigation, and must have an AZ driver's license. Equal Opportunity Employer (EOE).