



# Career Opportunity

## Pro Shop Attendant

ABS Golf Management Ltd.

ABS Golf Management is recruiting for a Seasonal Full-Time Pro Shop Attendant. This position is located out of the Deer Park Golf Course Clubhouse at HWY 52W. The Pro Shop Attendants will ensure the inside components of golf operations is facilitated.

### Duties & Responsibilities

- Meets and greets all guests in a friendly, courteous and professional manner.
- Responsible for booking tee times for guests, by phone and review all online bookings.
- Assist guest with purchasing pro shop items and ability to explain golf products and services and other information about Deer Park Golf Course.
- Ensure pro shop is stocked of merchandise in a presentable way.
- Maintaining the cart fleet and ensuring the location of carts at all times.
- Perform light cleaning duties throughout and ensure the pro shop and cart fleet are clean and organized at all times.
- Register all sales transactions with accuracy as well as balancing daily cash out receipts in accordance to cash handling procedures.
- Keep the Director of Golf Course Operations informed of any incidents or concerns as related to staff and services provided.
- Work with supervisor in setup and execution of tournaments and outings.
- Ensure compliance to Policies and Standard Operating Procedures throughout the course.
- Other duties as assigned by supervisor.

### Qualifications

- Prior golf related experience would be considered an asset.
- Candidate must be highly motivated, enthusiastic and excel in public relations and organizational skills.
- Ability to work well under pressure and coordinate multiple tasks.
- Proficient computer skills including knowledge of Excel, Word as well as point of sale and booking software.
- Those attending post-secondary schooling are encouraged to apply.
- Possess and maintain an RCMP security clearance.
- A valid Driver's license is required.

### Hours of Work:

- Must be able to work weekday, weekends, holidays and a variety of early morning, and late evening shifts.
- Shifts can be anywhere from 5:30am – 1:00pm **or** 1:00pm- dusk (approximately 10:00pm)

**Hourly Rate:** Rate of pay will be based on experience. Starting hourly rate is \$15/hr, plus golf course benefits.

Interested applicants may forward a cover letter and resume no later than **Monday, February 27, 2023** to: [asauser@golfdeerpark.com](mailto:asauser@golfdeerpark.com)

For further inquiries on the position, please contact Allan Sauser, Director of Golf Course Operations at [asauser@golfdeerpark.com](mailto:asauser@golfdeerpark.com)