

# Pro Shop Clerk

## JOB DESCRIPTION

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### **Position Concept:**

This position will assist with the management of daily golf operations including managing and tracking play, conducting daily/monthly inventory, manage point of sale system, supervising golf staff, assisting with all merchandising functions, managing tournaments, and providing professional services to ensure an exceptional golf experience.

### **Specific Responsibilities:**

- Supervise and manage the total golf operations in a professional manner in the absence of the Head Golf Professional
- Ring up customers and manage the point of sale system
- Keep the golf shop fully stocked and in a clean manner
- Provide excellent customer services, professional advice and assistance to all members and guests
- Control and manage play; ensure proper billing procedures and tee sheet management
- Supervise golf shop personnel as directed by the head professional
- Assist the club repair business
- Conduct oneself in a professional manner and maintain a professional image at all times
- Be informed on, and promote all club activities and services
- Assist in managing tournaments and outings
- Assist in all fleet management procedures
- Assist in the management of the tee time system
- Assist in developing promotional materials, advertising, newsletters, and/or emails
- Input scores into software daily
- Schedule and train golf shop personnel as directed by the head professional
- Assist in the managing tournaments and outings
- Adhere to all guidelines set forth by the management team

### **Pay Structure/Benefits:**

\$8.25 - \$10.00/hr. commensurate with experience

Meal allowance

Playing privileges

Christmas Bonus

Clothing Allowance

Additional benefits may be available

Reports to Head Golf Professional Mike Mainhart

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