

Golf Shop Attendant  
Tobiano Golf Course  
Kamloops B.C.



Tobiano Golf Course is looking for outgoing, engaging, service oriented individuals to join our Golf Operations team. We are in a fast pace industry that requires you to think on your feet and problem solve on a daily basis. We require hard working individuals with excellent communication and organizational skills.

#### Summary of responsibilities

Reporting to the Head Golf Professional & Golf Shop Manager, expectations, responsibilities and essential job functions include but are not limited to the following:

#### Expectations

- Providing professional, friendly, outgoing and exceptional service to all guests
- Work in a team atmosphere to accomplish the goals set forth by the organization
- Regular communication with staff in all departments to ensure proper preparation for all guests
- Communicating with all guest to ensure that they are made aware of all pertinent information on their day of play
- Must have basic computer knowledge

#### Duties & Responsibilities

- Managing all reservations, sales and payments through the POS system as trained
- Executing daily Cash outs and reporting
- Extensive knowledge of all Golf Shop Inventory
- Providing sales assistance to all guests
- Arrange and display golf shop inventory as necessary and directed
- Monitor, manage and maintain all power carts through GPS system on a daily basis as trained
- Extensive knowledge of all services the Golf Shop provides (rates, memberships, practice passes, events sign up, etc)
- Following up on inquiries from both members and guests
- Keeping the Golf Shop clean and tidy on a daily basis
- Working with the events coordinator to ensure proper execution of all events
- Providing assistance to outside services when necessary

#### Qualifications

- Reliable means of transportation
- Minimum 1 year experience within the customer service industry
- Ability to work shifts – days, evenings, weekends, and holidays
- Golf knowledge is beneficial but not mandatory
- Must be able to lift and maneuver objects that weigh upwards of 30lbs
- Grade 12 High school diploma or equivalent

- WHIMIS Certificate

#### Employment Terms

- Seasonal position (April – October) 24-40 hours per week
- \$15.20 hourly plus potential bonus (can be negotiated based on experience)
- Uniform provided by the Golf Course
- Complimentary golf privileges (restrictions apply)

Please send your resumes to Head Golf Professional Shannon McGeady at [shannon@tobianogolf.com](mailto:shannon@tobianogolf.com)