



## PRO SHOP ATTENDANT (2)

- Minimum 30 hours / week during July & August
- May Long - Sept Long
- \$14.50 - \$16.00 / hour (pending experience)
- Canada Summer Job Grant application may be utilized

### Duties include, but are not limited to:

- Deliver customer service to citizens over the phone and in-person
- Perform Pro Shop administrative duties including receiving reservations for tee times and golf tournaments, merchandising, record keeping and inventory control
- Perform cashier duties including the use of credit and debit card terminals. Operate the Lightspeed POS system and sell merchandise as required
- Perform duties such as sweeping, vacuuming, maintaining washrooms, cleaning around the club house, power cart inventory, cleaning and maintenance, etc.
- Assist other golf course staff when necessary, including concession sales and tournament support

### Ideal Candidates will have the following attributes:

- Verbal communication skills with the ability to deal effectively with the general public in sometimes challenging situations.
- Interpersonal skills with the ability to work in a team environment and maintain effective working relationships with staff and stakeholders.
- Ability to work independently with minimal supervision.
- Ability to pay attention to detail and ensure accuracy of work.
- Knowledge of the game of golf and the rules of golf or willingness to learn quickly

### How to Apply:

If you are a positive minded individual with a great work ethic, we would love to hear from you! Please submit your resume and cover letter to [jobs@harborgolfclub.com](mailto:jobs@harborgolfclub.com) or use the form on the Jobs webpage.

Harbor Golf Club has an onsite mentor / supervisor to support and help you grow your skills for your resume. We encourage applicants from all backgrounds and experiences to apply and look forward to reviewing your application and potentially welcoming you to our team!

### Job Type:

- Part-time to Full time: minimum 30 hour per week in July and August
- Meal Plans and Subsidized Accommodation where available
- Personal Golf Package with Friend and Family Discounts