



Alvin Golf & Country Club
785 County Road 539
Alvin, Texas 77511

Pro Shop Attendant

Job Description

The Pro Shop Attendant reports directly to the Manager and Owners and is responsible for greeting customers as they sign in to play golf. The Pro Shop Attendant collects green fees, membership dues; sells snacks and beverages; is responsible for the cleanliness of the Pro Shop and locker rooms; and is responsible for the availability and cleanliness of rental carts.

The Pro Shop Attendant sometimes works long shifts and often works weekends. This position can be part- or full-time, but is generally part-time. Hours are also dependent on the weather, as the course closes and the employees are sent home when weather prevents golf play. Pay dependent on experience but generally starts at \$8.00 per hour.

Typical functions

The Pro Shop Attendant does the following:

- Answers and directs all incoming calls, takes messages when appropriate.
- Greets and directs all visitors; asks all players (even members) to sign in.
- Informs players on course conditions (cart-path only, reason for brown patches, etc.)
- Readies golf carts for rental to customers.
- Sets aside carts for any reserved tee times.
- Rings up sales in the point-of-sale system, including member payments.
- Records changes to member status.
- Sells pro shop goods and banquet room rentals; describes basic banquet room services.
- Records banquet room reservations in online calendar.
- Maintains a constant presence in the pro shop (except when stocking or moving carts). When attendant must leave pro shop, the attendant must log out of the POS (register), lock the cash drawer, and take the key and phone with him or her. If the pro shop is to be unattended for more than five minutes, the doors must be locked (front door and bathrooms), and a sign must be posted explaining that we will be right back and where to find the bathrooms.
- Keeps drink cooler and snack shelf stocked at all times; makes coffee.
- Keeps restroom and men's locker room stocked and surface-cleaned daily.
- Empties trash throughout clubhouse daily.
- Vacuums pro shop and locker rooms daily.
- Dusts pro shop, cleans stock, ensures all surfaces and displays are clean and attractive.
- Empties trash from and returns carts to cart barn at end of shift; if needed, washes excess mud from cart.
- Tracks carts and players to determine who is left on course (closing shift).
- **Immediately** notifies a Manager or Owner if a customer is unhappy or if there is another problem on the course; substitutes as the Acting Manager in the absence of a Manager.
- Other functions as specified by a Manager or Owner.



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Requirements

- High school diploma or equivalent.
- Reliable transportation.
- Customer service and telephone experience.
- Dependability to work your scheduled shift, on time. Repeated excuses are not acceptable.
- Cleanliness and good grooming habits; collared shirts, approved company tee shirts, sweaters, and appropriate pants or shorts required (dresses or other golf attire for ladies permitted).
- Basic mathematical aptitude; ability to make change.
- Basic computer skills; ability to use tools such as browsers, word processors, and email
- Cash register or point-of-sale (POS) experience required; POS experience preferred.
- Knowledge of the rules of golf a plus.
- Excellent communication skills, positive attitude, professional demeanor, easy-going sense of humor.
- Ability to make every customer feel more welcome at our course than anywhere else.
- Proof of eligibility to work in the United States.

How to apply

Apply online

- Download app: http://www.alvingolf.com/docs/AGCC_Emp_App.pdf
- Submit online: <https://www.alvingolf.com/contact-us.php>
- Or fax: 1-866-229-0121 (toll free)

Apply in person

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NO PHONE CALLS!

Directions

1. Take HWY 6 to County Road 146 (at the KC Hall and fruit stand).
2. Turn north (toward Houston) on CR 146.
3. Go 1/2 mile to CR 539, which is the first right. There is a tiny white sign that says "Public Golf Course."
4. Turn right on CR 539 and follow the road to the clubhouse.

Location page (with map and directions from many areas) on www.alvingolf.com
<http://www.alvingolf.com/location.html>