



## EMPLOYMENT OPPORTUNITY

### Golf Services Retail Assistant

**Salary:** \$17.92 - \$25.33 Hourly

**Job Type:** Part-Time

**Department:** Parks & Recreation - Golf

**Benefits:** No Benefits

#### The Position

Under general supervision, assists the Golf Services Supervisor with daily operations of the Pro Shop, including opening and closing of the Pro Shop, answering calls, making golf reservations, assist in receiving, pricing, merchandising, managing, and maintaining inventory of retail goods. Performs other duties as assigned.

#### Job Functions

- Administers point of sales transactions and maintain the day-to-day golf reservation systems by reserving tee times and lessons, check-in customers, and receiving payments.
- Provides excellent customer service.
- Handles telephone calls and assists in golf shop operations.
- Prepares and maintains a variety of files and reports on a daily, weekly, monthly, and annual basis relating to the functions of assigned facilities.
- Receives cash and other forms of payment, such as checks and credit cards, for designated items; makes appropriate change; reconciles petty cash and cash drawers in an accurate and timely manner; processes refund requests and distributes to the appropriate personnel for approval; follows up with customers on outstanding payments for all private rentals.
- Understands and monitors the tee sheet and be able to communicate play restrictions as it relates to guests, accompanied and unaccompanied groups while consistently maintaining communications and coordination with the starter and outside services.
- Provides full tournament and event enrollment functions for members including event dates, format explanation, handicap requirements, and opening/closing dates for event registration.
- Helps coordinate sales to move slow inventory and season ending markdowns.
- Utilizes the club specific point of sale system to accurately execute golf shop sales, inventory control and the receiving of inventory.
- Creates visual merchandising displays and assists in rearranging the Pro Shop periodically.
- Monitors special orders and contact members upon arrival.
- Accurately logs and charge members and guests for golf fees.
- Follows procedures in opening and closing the Pro Shop.
- Assists with the maintenance of the golf course's cart fleet.
- Performs other duties as assigned.

## Qualifications

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade AND a minimum of two (2) years' experience in retail or customer service. Golf course operations experience is highly desired.

**License:** Valid California class C driver's license with satisfactory driving record and automobile insurance.

## Selection Process

A completed Town employment application is required by the close of recruitment on **Wednesday, September 13<sup>th</sup>, 2023, at 5:30 pm.** An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*