

Golf Shop Associate

Location: Menomonee Falls, WI

Position Type: Seasonal, Part Time

Department: Golf Operations

Reports to: Clubhouse Manager

Schedule: Up to 30 hours per week. Prefer Seasonal Associates onboard April through October. Start and end dates flexible. Shifts vary between sunrise and sunset; weekdays, weekends, and holidays.

Compensation: \$13-\$17 hourly, based on qualifications.

Cover Letter required with **Resume**

Overview

Silver Spring Golf Club, a 36-hole public golf course facility located in Menomonee Falls WI, is looking for friendly, customer service-oriented individuals for **Golf Shop Associate**. Ideal candidates will exhibit a friendly, courteous, and professional manner, are familiar with the game of golf, are able to process and apply new skills quickly, are self-motivated, team oriented, and have strong attention to detail.

Duties and Responsibilities

- Interact with customers and coworkers in person and on the phone in a friendly, courteous, and professional manner.
- Utilize foreUP POS and tee sheet management software to book tee times, check-in players, manage the daily tee sheet, and process payment for green fees, cart fees, and merchandise.
- Adhere to cash handling and credit card processing policies and procedures.
- Keep shop stocked and merchandised. Assist customers with merchandise selection. Assist in inventory control.
- Open and close the facility.
- Assist Tournament team with administration of golf outings, leagues, and tournaments.
- Other duties as assigned.

Minimum Qualifications

- 16 years of age with valid driver's license.
- Knowledge of and experience playing the game of golf.
- Customer service skills to provide friendly, courteous, and efficient service.
- Computer literate, familiarity with Windows, ability to learn new software.
- Self-motivated with strong attention to detail. Team oriented. Reliable and punctual.

Preferred Qualifications

- College graduate or pursuing degree.
- Previous golf industry work experience in golf shop, outside services, or tournament operations.
- Previous professional work experience in customer service or sales/relationship management.

Benefits

- Flexible schedule.
- Staff Uniforms and merchandise discounts.
- Employee meals.
- Playing and practice privileges.
- Eligible for awards under employee performance recognition programs.