



## **Golf Shop Associate**

Description: Poppy Ridge Golf Course is currently seeking Part-time Golf Associates to work in the golf shop. Individual will assist Poppy Ridge in presenting a positive image of the organization, while facilitating general communication and flow of information. Employee is to provide customers with a pleasant golf and shopping experience.

### Requirements:

- \* Provide a high level of service to customers.
- \* Ensure that all services to guests and other employees are conducted in a highly professional and efficient manner incorporating an upbeat, team player attitude.
- \* Assure play begins at designated times by: greeting customers at check-in, assisting with general information, announcing players to the tee.
- \* Maintaining an accurate cash register.
- \* Maintaining a well-stocked and tidy golf shop by restocking, folding and straightening of retail merchandise. Pricing retail merchandise per prearranged guidelines, labeling merchandise with bar codes, sales price and item descriptions.
- \* Maintaining an organized store room.
- \* Promoting merchandise to customers.
- \* Acting as a company liaison by providing any additional information on programs available at the facility.
- \* Must support safe work habits and working environment at all times.
- \* Additional duties as assigned.

To perform this job successfully, the candidate must be able to perform duties competently. Successful candidate for this position should have excellent customer service and communications skills.

Special Instructions: All interested applicants please fill out an application in person or go to the employment tab at [www.poppyridgegolf.com/livermore/contact](http://www.poppyridgegolf.com/livermore/contact), download the application form and fax it to 925-455-2020. Any questions please call 925-447-6779.