



Tahoe Donner Association Job Description

Job Title:	Pro Shop Personnel
Job Code:	520
Department:	Golf Course Operations
Reports To:	Golf Manager
Class Code:	9060
FLSA Status:	Non-exempt
Salary Level:	Hourly 8
Pay Range:	\$12.06 – \$14.44 per hour
File Name:	Pro Shop Personnel.doc
Prepared Date:	9/12/00, revised 4/21/10, 4/28/11, 7/30/15, 10/15/15, 4/21/16, 4/10/17

SUMMARY

The Pro Shop Personnel are responsible for collecting monies, recording and monitoring golf reservations, and keeping adequate records in the golf course pro shop. The Pro Shop Personnel will assist in all aspects of the golf operation to ensure the highest level of service and golf experience to the membership. Responsibilities will include but not be limited to sales, merchandising, tournament registration, and inventory control. The successful candidate will be very service oriented and strong interpersonal skills are a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent service to customers, employees, and business partners and work well under pressure.

Maintain a working knowledge of the game of golf and Tahoe Donner Golf Course policies, rules, and regulations.

Collect monies from customers and operate cash register and credit card machines.

Complete documentation necessary for recording golf reservations, sales transactions and other related items.

Keep the golf pro shop and surrounding area organized, clean and safe.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

