

Schedule "A" Job Description- Assistant Proshop Manager

The Assistant Golf Professional/Assistant ProShop Manager is a key member of the golf operations team and assists the Head Golf Professional/ProShop Managers in managing all golf and golf-related activities at the facility.

Responsibilities

- Supervise pro shop staff and outside services staff -Trains new pro shop staff and outside services staff
- Monitor guest experience and take appropriate action to assure the best customer service
- Coordinate and administer the daily work schedule of the pro shop staff
- Manage the staff in their maintenance of daily cash receipts and accounts receivable charges
- Order merchandise for sale in the pro shop in conjunction with the Head Golf Professional
- Process customer reservations for customers of the golf course • Assist in coordinating of individual, group, and tournament play as directed by the Head Golf Professional
- Produce daily reports related to rounds, sales, etc. for management • Works closely with Marshall and Starter to monitor all aspects of play including starting, monitoring pace of play, safety on the course and golf course markings
- Provides customer service to arriving guests to help expedite check-in process • Assists in reconciliation of cash and accounts receivable charges to daily register at the closing of the day • Monitor volunteer divot crew, schedule when needed in conjunction with Head Superintendent • Perform related duties as assigned
- Experience: Min. 2 years in golf industry Job duties and responsibilities may vary across KaneffGolf locations.

