

Schedule "A" Job Description-Proshop Associate

Responsibilities

- Assist all customers with the following duties while providing outstanding Customer Service at all times
- Processing of Greens Fees/Cart Fees/Merchandise through TEI Point Of Sale. ☎ Assist with Merchandise Sales in the Golf Shop.
- Properly checking in/out Demo Clubs for our Customers.
- Accept and properly file Tournament Entries for Members and Public Event guests.
- Maintain a neat/tidy environment behind the Golf Shop Counter and the entire pro shop.
- Learn and understand TEI point of sale ☎ Willingness to fold, straighten, and steam new clothing when necessary. Along with filling depleted shelves and pricing inventory ☎ Answer the Golf Shop telephone appropriately, and in a timely manner
- Help organize and maintain all stock rooms in a clean, orderly manner
- Make sure communication with outside services and pro shop are working together to provide the absolute best customer service to all guests throughout the day
- Provide support in setting up and promoting daily merchandise or green fee sales, signage and campaigns
- Actively promote all facets of the golf course business (Golf Academy, Restaurant and events)
- On occasion accept new inventory from deliveries and follow the paper process as set forth by the Merchandise manager
- Process customer reservations for customers of the golf course
- Mathematical Skills Ability to calculate figures and amounts such as discounts and markdowns - through the Lightspeed Point Of Sale System.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Job duties and responsibilities may vary across KaneffGolf locations.

