

## **RANCHO DEL PUEBLO GOLF COURSE JOB DESCRIPTION**

**JOB TITLE:** GOLF SHOP ASSISTANT  
**DEPARTMENT:** GOLF OPERATIONS  
**REPORTS TO:** HEAD/ASSISTANT GOLF PROFESSIONAL  
**CLASSIFICATION:** NON-EXEMPT WITHOUT SUPERVISORY RESPONSIBILITY  
(FLEXIBLE WORK HOURS)

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### **SUMMARY/PURPOSE:**

The Golf Shop Assistant provides support to the Golf Operations department. This position is responsible for aiding the Golf Professionals to manage the Golf Shop, golf customer service, and Course programs. This position assists the Golf Professionals in the successful growth and operations of Rancho del Pueblo Golf Course.

### **ESSENTIAL FUNCTIONS:**

#### PROMOTE FINANCIAL STABILITY

- Promote and sell golf shop merchandise; maintain appropriate “cost-of-goods-sold” percentage.
- Assist Golf Professionals to execute all tournament activities.

#### FOSTER TEAMWORK AND COHESIVENESS

- Direct Cart and Range Attendants, Course Guides, and Marshals.
- Attend departmental meetings as required.

#### ENSURE COMPANY AND REGULATORY COMPLIANCE

- Open and close Golf Shop in accordance with accepted policies and procedures.
- Utilize the point-of-sale (POS) register system to schedule golf tee times, register guests for play, and perform financial transactions.
- Administer the continuous use of an effective pace of play program.

#### BUILD POSITIVE RELATIONSHIPS WITH THE COMMUNITY

- Provide courteous customer service to guests at all times.
- Assist golfers who wish to join the Northern California Golf Association (NCGA) through Rancho del Pueblo Golf Course home club membership.
- Represent Rancho del Pueblo Golf Course with a high degree of integrity and professionalism.

**JOB REQUIREMENTS/QUALIFICATIONS:**

- Minimum two (2) years experience working in Golf Operations or retail environment.
- Knowledge of golf.
- Working knowledge of Microsoft Office applications including, but not limited to, Word, Excel, and Access.

**WORKING CONDITIONS:**

**Physical Demands:**

- |                      |                             |                       |
|----------------------|-----------------------------|-----------------------|
| • Standing           | • Pulling                   | • Seeing:             |
| • Sitting            | • Pushing                   | ✓ Close               |
| • Crouching/Kneeling | • Twisting                  | ✓ Far                 |
| • Walking            | • Touching/Handling/Feeling | ✓ Color               |
| • Balancing          | • Hearing                   | ✓ Depth               |
| • Lifting            | • Talking                   | ✓ Small details/print |
|                      |                             | ✓ Peripheral vision   |

**Exposures:**

- Weather Conditions
- High Places

**Additional Comments:** \_\_\_\_\_  
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*This job description provides a summary of the primary components of this job and does not provide an expressed or implied contract for employment. Management may, in its sole discretion, assign or reassign duties and responsibilities to this job at any time. Any revisions, deletions, or additions must be in writing and signed by the General Manager.*

Rancho del Pueblo Golf Course operates seven days per week, with flexible hours each day. I am aware that business demands may make it necessary to change my accustomed shift. I am also aware that the number of my scheduled hours may fluctuate with business levels.

I have read and reviewed a copy of the above position description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

\_\_\_\_\_  
 Associate Signature                      Date

\_\_\_\_\_  
 Manager Signature                      Date