



SHELTER VALLEY PINES GOLF CLUB

1806 Shelter Valley Rd. Grafton ON KOK 2G0
905-349-3427 or 888-460-0829

EMPLOYMENT OPPORTUNITY

Assistant Manager

The assistant is responsible for assisting the General Manager with the day to day operations of the golf shop and services by administering the day to day golf shop duties including but not limited to opening and closing, answering calls and making reservations, organizing events and league activities, cooking and kitchen prep and assisting with the building maintenance.

Job Responsibilities

- Administer point of sale transactions and maintain day to day golf reservations by checking in customers and receiving payments
- Ensure the collection and recording receipts of appropriate payment
- Registering guests for daily play, league and event play
- Assist with maintaining data management within the point of sale software
- Performing pro shop duties including pricing, inventory and maintaining displays
- Perform kitchen duties including but not limited to grilling (bbq), small meal prep, serving and event food preparation
- Perform outside service duties including power cart daily maintenance
- Monitoring customers and providing excellent customer service
- Smart Serve Certified (not required at time of hire, but will be needed within 30 days of employment)

Qualifications, Education & Experience

- High school diploma or higher
- Smart serve required
- Minimum 1 year experience in sales or customer service
- Strong verbal and written communication skills, personal initiative and leadership ability
- Proficient in MS Office (Word, Excel)
- Knowledge of the basic rules of golf

Other Information

- Hours Per Week: ~ 35 to 50 depending on events and functions
- Approximate Start Date: ~ April 15th, 2023 to October 31, 2023
- Wage: \$16 to \$18 depending on experience, gratuity

Potential Job Seekers may email resumes to Jason Vanderwel at sheltervalleypines@gmail.com