



SHELTER VALLEY PINES GOLF CLUB

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

## **EMPLOYMENT OPPORTUNITY**

### **Pro Shop Attendant**

The pro shop attendant is responsible for day to day golf shop duties including but not limited answering calls and making reservations, checking in customers, kitchen prep, assisting with the building maintenance and daily cleaning.

#### **Job Responsibilities**

- Administer point of sale transactions and maintain day to day golf reservations by checking in customers and receiving payments
- Registering guests for daily play, league and event play
- Performing pro shop duties including cleaning and maintaining displays
- Perform kitchen duties including but not limited to small meal prep, serving and event food preparation
- Serving alcoholic and non alcoholic beverages along with food orders
- Cleaning power carts daily
- 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**

- Smart serve required
- Strong verbal and written communication skills, personal initiative and leadership ability
- Proficient in MS Office (Word, Excel)

#### **Other Information**

- Hours Per Week: ~ 35
- Approximate Start Date: ~ April 25<sup>th</sup>, 2023
- Wage: Minimum with gratuity

Potential Job Seekers may email resumes to Jason Vanderwel at [sheltervalleypines@gmail.com](mailto:sheltervalleypines@gmail.com)