

OMNI HOTELS & RESORTS

mount washington | new hampshire

No Job Description for a position can possibly include all duties which may be requested by guests or required by the Resort. The objective of all positions is to effectively provide the services personally, or to immediately refer requests to the appropriate department manager. The following is a summary of the major responsibilities of the position.

Position: Assistant Golf Professional
Department: Golf
Purpose: The Assistant Golf Professional provides the highest level of customer service and maintains the golf shop in an appealing manner while on shift.
Reports to: Director of Golf

Essential Functions:

- ❖ Maintain the day-to-day golf operation and assist the Director of Golf and Merchandise Manager in the manner in which they request.
- ❖ Display conduct in an appropriate manner at all times in accordance with the Omni Hotels and the PGA of America.
- ❖ Initiate and promote golf activities for guests and members of the resort.
- ❖ Perform duties and meet requirements for sales, rentals, tournaments, golf leagues, and services which the Director of Golf and Merchandise Manager deems necessary.
- ❖ Promotes the interests of the resort in providing services to guests and members.
- ❖ Opens and closes the golf shop including daily cash reports, bank deposits and end of day golf reports.
- ❖ Instructs private and group lessons and assists with clinics.
- ❖ Manage sales, player services and the pace of play when on duty.
- ❖ Enforce all the facility rules and regulations governing the use of the golf course, golf cars, and other golf facilities.

Tools and Equipment:

- ❖ Golf cart, broom, a blower, water hose, scanner/printer, computer and driving range picker

Working Environment:

- ❖ Subject to working in a crowded, fast paced environment, long periods of walking and standing, indoor and outdoor, with adverse weather conditions.

Qualifications:

- ❖ Must possess excellent interpersonal skills.
- ❖ Must possess strong computer skills.
- ❖ Previous cash handling experience preferred.
- ❖ Previous experience in golf shop merchandising, and tournament operations preferred.
- ❖ Must have general golf knowledge.
- ❖ Level I PGA Apprentice in good standing.

Associate Name

Date

Signature