



**Turtle Creek Club  
2 Club Circle  
Tequesta, FL 33469**

**Job Description**

**Job Title:** Seasonal Assistant Golf Professional/ Assistant Merchandiser  
**Department:** Golf Pro-Shop  
**Reports To:** Head Golf Professional  
**Time Period:** October 1 thru April 15

**SUMMARY:** Responsible for a wide variety of activities This involves all day-to-day duties of operating the golf shop, included scheduling of tee times and assisting in the selling of Club merchandise. Provides a friendly and helpful environment.

**Specific Responsibilities - include but are not limited to:**

- Assists in overseeing golf merchandising concession to achieve its established mission within the golf operation
- Assists with the development of buying plans and all golf merchandise related purchasing
- Presents a diverse and desirable array of golf equipment, apparel, and accessories in line with customer demands
- Maintains levels of product appropriate for the season and level of traffic through golf shop
- Maintains appropriate mix and levels of regular stock and seasonal products, within budgetary guidelines, while maintaining cost of goods sold percentage
- Purchases supplies, fixtures, staff uniforms, and fitting systems to provide conducive sales environment and promote sales
- Maximizes financial performance by assisting with the development of open-to-buy plans within budgetary and cash flow guidelines
- Assists with the development and execution of general and seasonal merchandise plans, visual presentation guidelines and pricing strategies
- Maintains an attractive and orderly appearance in and around the golf shop
- Maintains product documentation from purchase to sale; including purchase orders, receiving records, invoice validation/payment, inventory records and special-order records to document merchandise history
- Conducts accurate and timely physical inventory counts

- Assists in the development of necessary systems utilizing POS to safeguard inventories and cash
- Monitors safeguarding of inventory and assets to reduce loss from theft, pilferage, defective/damaged goods returns and markdowns
- Ensures customer database includes and tracks important dates, spending, sizes, preferences
- Assists with sales and inventory recordkeeping policies and procedures
- Assists with the development of short- and long-range sales marketing plans supporting departmental goals, directions, and priorities
- Assists with the development of strategies to ensure customer satisfaction and maximize business performance and profitability
- Manages vendor performance to maximize profitability and achieve financial objectives
- Executes pricing structures for all inventory and special-order items in consideration of competitive prices and generally accepted profit margins. Keeps abreast of industry and competition pricing structures to set prices for maximizing sales potential
- Markets merchandise by studying advertising, sales promotion and display plans; analyzing operating and financial statements for profitability ratios
- Analyzes sales and studies trends to determine additional needed sales promotions, markdowns and clearance sales
- Attends approved merchandise buying shows and conferences within the limits of the budget
- Works with other department heads on approved staff uniforms; including pricing, buying and distribution to employees
- Ensures employee purchase policies are adhered to including accurate accounting of employee purchases
- Assist with golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in managing facility tournament operations including weekly events
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post- tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Assists with instructional clinics
- Assist with men's and women's programs
- Assist in Player Development programs using PGA tools and resources
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved
- Assist in managing golf car operation, practice facility, and club storage service (as applicable)
- Provide club repair and club fitting services to customers
- Directly responsible for timely and consistently maintaining the club's USGA Handicap System

- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Play golf with a variety of customers in competitive and non-competitive situations
- Assist in planning and budgeting for the golf operations
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Assist in coordinating golf activities with other departments

### **Knowledge, Skills and Traits**

- Fundamental knowledge of the game of golf and golf merchandising concession operations
- If a PGA Member, maintain PGA of America membership in good standing and mentor apprentices through the PGA Professional Golf Management (PGM) program
- If a PGA Apprentice, make steady progress toward completion of PGA membership requirements
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up to date on customer relations management and player development initiatives
- Attend conferences, workshops, meetings, and trade shows to keep abreast of current trends in the industry
- Maintain and promote a positive professional image within the community
- Maintain a credible golf game and remain current on merchandising innovations and marketing and business trends
- Experienced computer user including; Jonas, Golf Genius, Microsoft Word and Excel. Proficient in other applications, i.e. Email, Internet, tournament and database