

Position Title	Golf Pro Shop Attendant
Reports to	Golf Course Manager
Position Type	Part Time Nonexempt-Seasonal

Who We Are

Our Mission is providing a happy & safe environment where families & friends create a lifetime of memories. Sandy Pines is a seasonal member recreational community, RV resort & campground 30 miles southwest of Grand Rapids. The resort encompasses 813 acres with Lake Monterey, a 216-acre lake and an 18-hole golf course. There are 2,200 seasonal member sites including a 54-unit year-round condo complex, campsites, cabins, and seasonal park model rentals. Sandy Pines is committed to supporting, developing, and maintaining a quality Recreational Park benefiting its members, families, and their guests.

Job Summary

The Golf Pro Shop Attendant is responsible for creating a welcoming and positive atmosphere for customers and supporting the daily operations of the Lake Monterey Golf Course club house.

Duties and Responsibilities

- Greet customers with a friendly and welcoming demeanor.
- Operate cash register.
- Assist with scheduling and booking tee times.
- Collect green fees and cart rentals.
- Communicate and enforce club and course rules to all customers.
- Take food orders and payments.
- Answer phones.
- Clean and maintain clubhouse, restrooms, kitchen, etc.
- Clean and organize carts.
- Opening and closing duties.
- All other duties as assigned.

Qualifications

- Must be 18 years of age or older.
- Ability to work majority of season (April 16th-October 13th).
- Ability to work some weekends and holidays.
- Must have great customer service skills.
- Must be a team player.
- Strong organizational and problem-solving skills.
- Ability to think on your feet and shift duties based on priorities.

Working conditions

Fun team atmosphere with collaboration spanning many teams and groups within the Park. Fast paced environment in season (April-October). This position involves working in both indoor and outdoor environments. It requires the employee to walk on uneven and various surface types throughout the day including, but not limited to, grass, dirt, pavement, cement, carpet, and tile.

Physical requirements

Must be able to frequently walk, stand, and sit for long periods of time.

Must be able to frequently lift, push, pull, and move 25 lbs.

Must be able to occasionally lift, push, pull, and move 50 lbs.

Must be able to frequently bend, squat, reach, and twist.

EEO Statement

Lake Monterey Golf Course and Sandy Pines Wilderness Trails are an Equal Opportunity Employer. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.
