

**THE RESORT AT PORT LUDLOW  
POSITION DESCRIPTION**

**FLSA:** Hourly

**POSITION TITLE:** Golf Shop Associate

**DIVISION/DEPARTMENT:** Golf Shop

**REPORTS TO (TITLE):** Director of Golf or Golf Professional

**SUPERVISES:** N/A

**DATE (Revised):** February 18, 2002; May 31, 2002, May 22, 2006, 9/18/08, 9/10/09

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**BASIC FUNCTION:** Conduct and monitor the daily operations of the golf shop in taking tee times and checking in members and guests and performing bimonthly and monthly tasks. Handle retail sales of merchandise and equipment. Provide our members and guests with the highest quality of customer service.

**QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE:**

High School degree or equivalent. Excellent customer service and communication skills and a professional demeanor. Experience in retail sales and knowledge of golf are preferred.

**ESSENTIAL FUNCTIONS:**

1. Servicing and registration of members and guests - Follow all opening, closing and policies of the daily operations of the golf shop. Accurately handle all transactions including tee time registration and the selling of goods and services to our members and guests.
2. Merchandising - Assist in maintaining a clean, neat and attractive golf shop. Assist with monthly inventory, special orders and keeping a good variety of merchandise displayed.

**MARGINAL FUNCTIONS:**

1. Assist in tournament operations
2. Assist in cart service
3. Merchandising
4. Assist in all areas of the golf operation when needed.
5. Uphold company's Mission/Vision/Value.

**ENVIRONMENT:** Working directly Golf Professional in the golf shop. Be a team player and work well with customers and other staff members. Frequent physical activity and occasional heavy lifting over 50 pounds. Indoors and outdoors working environment.

### POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking			X	
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying		X		
10lbs or less				
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 75lbs		X		
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

### ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness	X	
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

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**IMPORTANT DISCLAIMER NOTICE:**

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

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**NAME**

\_\_\_\_\_  
**DATE**