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# Example of Golf Attendant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of golf attendant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for golf attendant

* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, communicating product knowledge and all other aspects of customer service
* Ensure store meets quantitative measures of performance
* Assist in completing price changes within the boutique or individual department
* Assist in ringing up sales at registers and/or packing and wrapping merchandise
* Any other tasks as assigned from time to time by Retail management
* Making sure that all standards of operations are being met
* Answer telephone, record incoming calls, and take starting time reservations
* Register players and assign them their tee time, making sure all golfers sign daily register
* Collect all money for green fees, programs, rental, and pro shop sales
* Maintain general order and cleanliness in the pro shop

## Qualifications for golf attendant

* Ability to operate all boutique computer or sales register equipment necessary to perform the job
* Good player
* Must have ability to operate range equipment
* Must have the ability to deal effectively and interact well with the guests and Colleagues
* Meets and greets all guests in a warm, friendly, and professional manner in accordance with all facility policies and procedures
* Executes daily operations of range ball recovery, utilizing both mechanical and hand machinery and equipment