



# Example of Assistant Golf Professional Job Description

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Our company is growing rapidly and is looking for an assistant golf professional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant golf professional

- Perform periodic inspections of the Golf Clubhouse and surrounding areas to ensure that they are maintained according to PHGC standards
- Take effective action to correct deficiencies whenever appropriate
- Communicate regularly with on-course service staff to monitor pace of play and general guest satisfaction
- Complete guest problem reports and communicate all issues to the appropriate party immediately
- Advises the Director of Golf, General Manager, Head Golf Professional, and Superintendent of future events in order to facilitate proper coordination of special set-up requirements and staffing levels
- Outing Management and Sales
- Outside Service Supervision
- Responsible f
- Accurately operate point of sale system, verify the accuracy of prices of state and federal taxes and other charges on all sales tickets
- Run and refurbish the junior golf program using enthusiasm and creativity

## Qualifications for assistant golf professional

- PGA Member or Apprentice preferred
- Must have golf experience
- Golf lessons will be available to the selected candidate

- Maintains a cool, calm and poised disposition in the Golf Shop at all times