



**Village of Glenwood  
Job Posting  
For  
Pro Shop Attendant-seasonal**

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1872, and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking seasonal Pro Shop Attendant. **This position requires weekend and holiday availability.**

Under supervision from the General Manager/Head Golf Professional, the Pro Shop Attendant is responsible for providing exceptional customer service while performing Pro Shop duties including checking in golfers, collecting and properly filing deposits and payments for outings and banquets, maintaining the cleanliness of the Pro Shop, and other duties as assigned.

The hourly rate of pay will be \$11.00 to \$14.00 based on experiences and qualifications.

Email applications to [schandler@villageofglenwood.com](mailto:schandler@villageofglenwood.com)

Post closes 3/25/2021 or until filled



## **JOB DESCRIPTION**

**Title:** Pro Shop Attendant

**FLSA Status:** Non Exempt (seasonal)

**Effective Date:** 3/12/2020

### **GENERAL PURPOSE**

Under supervision from the General Manager/Head Golf Professional, the Pro Shop Attendant is responsible for providing exceptional customer service while performing Pro Shop duties including checking in golfers, collecting and properly filing deposits and payments for outings and banquets, maintaining the cleanliness of the Pro Shop, and other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Utilizing excellent customer service skills, establishing and maintaining effective working relationships with fellow employees, officials, and all members of the general public.
- Under the direction of the Head Golf Professional, perform tasks essential to the daily operations of the Pro Shop, including:
  - Communicating with the Superintendent to ensure daily course conditions and proper golf cart regulations are followed.
  - Effectively communicating with outside staff and golfers to ensure any cart or course restrictions are followed.
  - Collecting fees that will assist in efficiently operating the golf shop.
  - Initially inspect golfers to ensure that proper course attire is worn (no sleeveless shirts and no metal spikes)
  - Maintaining an appealing and orderly display of merchandise.
  - Providing professional golf services for the golfing public within the clubhouse and on the course.
  - Working closely with other staff members to ensure proper procedures are followed on the course, in the bar and grill, and in the banquet facility.
  - Maintaining and updating the course tee sheet.

### **MINIMUM QUALIFICATIONS**

1. High School diploma
2. Knowledge of golf terminology
3. Understand and carry out written and oral directions
4. Valid driver's license
5. Skill to accurately operate the Foreup software, as well as other programs including but not limited to Microsoft Word and Excel
6. Communicate effectively



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands for writing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is primarily working indoors, but occasionally in the outside weather conditions. The noise level in the work environment is usually moderately quiet.

## **TOOLS & EQUIPMENT USED**

Electric golf car is used frequently. Other equipment used includes range ball dispenser, computer, two-way radio and copy machine.

Department/Division Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_