



## Job Description

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The Pro Shop Employee is responsible for performing a variety of duties within a pro shop establishment which may include completing customer transactions, stocking shelves, maintaining inventory, customer service & sales.

### **Responsibilities and Tasks**

- Greets customers and help them find what they are looking for
- Look for opportunity to suggest “up-sell” products
- Operates cash register; receives cash payment from customer, accurately counting and providing change
- Assists with a variety of pro shop – related functions
- Clean and sanitize pro shop, equipment and stock shelves, notably at times when customer business is slow
- Open or close Pro Shop when required
- Maintain a favorable working relationship with all company employees to foster and promote a cooperative and harmonious working environment
- Maintain a professional image which includes adherence to proper appearance standards
- Other jobs as assigned to maintain the integrity of the Pro Shop and surrounding areas

### **Qualifications/Necessary Knowledge, Skills, and Abilities**

- Demonstrates the ability to interact with the public and co-workers in a friendly, enthusiastic and outgoing manner
- Ability to bend, twist, and stand to perform normal job functions
- Will initiate activities that promote the cleanliness and appearance of the Pro Shop
- Ability to speak, read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers
- Ability to handle multiple tasks
- Cash handling and customer service experience preferred
- Able to work nights until 9pm and weekends

### **Accountabilities**

- Customer service excellence
- Professional appearance, attitude and work ethic

Job Type: Part-time / October - April