

## MT Massive Golf Course

**Job Title:** Clubhouse Staff

**Reports to:** Clubhouse Manager

**Posting Date:** April 1, 2022



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### Position Summary:

This position is responsible for welcoming and serving members and guests to facilitate a positive golf experience as well as conducting necessary front desk reservations and sales. Position is seasonal.

### Qualifications:

- Must be at least 18 years old
- Familiar with the game of golf
- Possess excellent customer service skills to serve MMGC members and guests in an outgoing, personable manner
- Understand the operation of the Clubhouse, including tee time scheduling, equipment rentals, practice range use.
- Ability to learn our tee sheet program and make credit card and cash sales with our POS on a Tablet
- Ability to show up to work on time
- Ability to work well with co-workers
- Ability to have solid time management
- May be required to move or lift objects weighing 50 pounds
- Flexibility with schedule and be available to work weekends
- A pleasant phone personality and the ability to efficiently handle multiple tasks while serving members and guests in an upbeat, friendly manner is required.

### General Duties and Responsibilities:

- Manage tee time scheduling and execution.
- Manage cash and credit card transactions using tee sheet program with POS on a Tablet
- Complete the appropriate reports in a timely and accurate manner
- Maintain clubhouse cleanliness including bathrooms, decking and stairways
- Collect and empty trash receptacles from course and grounds
- Clean golf carts between users
- Retail sales and stocking
- Equipment rentals
- Food and Beverage sales and stocking
- Prepare and manage limited food preparation
- Daily inspection of powered golf cars
- Work closely with other operations staff and coordinate the flow of play
- Other duties as assigned.

**Supervisory Responsibilities:** None

**Compensation & Benefits:**

- Hourly wage starting at \$15 depending on experience
  - Discounted food and beverages in the Clubhouse
  - Discounts on merchandise in the Pro shop
  - Free golf!
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Interested individuals should complete the application located at <https://www.mtmassivegolf.com/>