



# Northeast Golf Company – Bristol Golf Park



<b>Job Title:</b>	Customer Service Attendant	<b>Open positions</b>	4-6
<b>Availability Requirements:</b>	Must be available between 6am – 9pm Monday thru Sunday; July thru November	<b>Hours Required:</b>	15-25 hours/week including weekdays, weekends and holidays
<b>Location:</b>	Bristol Golf Park; 96 Broad Common Rd, Bristol, RI 02809	<b>Shift Requirements:</b>	6am – 11am, 11am – 4pm, 4pm – 830pm
<b>Level/Salary Range:</b>	\$15.00/hour	<b>Position Type:</b>	Part-time, Seasonal
<b>Rehire:</b>	At discretion of hiring manager	<b>Date Posted</b>	5/15/2023
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When position(s) filled

### Applications Accepted By:

#### CONTACT INFO:

Email: [golf@bristolgolfpark.com](mailto:golf@bristolgolfpark.com)  
 Phone: 401-363-2648

#### HIRING MANAGER INFORMATION:

Billy McNeil  
 Northeast Golf Company – Bristol Golf Park

### Job Description

**THE NORTHEAST GOLF COMPANY IS SEEKING FRIENDLY AND RELIABLE CUSTOMER SERVICE ATTENDANTS TO WORK IN THE GOLF SHOP AT BRISTOL GOLF PARK. YOU SHOULD HAVE EXCEPTIONAL CUSTOMER SERVICE SKILLS AND BE ABLE TO HELP GUESTS WITH TEE TIME CHECK-IN, RESERVATIONS AND MERCHANDISE AND RETAIL TRANSACTION SALES.**

#### ROLE AND RESPONSIBILITIES

- Maintain the day-to-day operations of the golf shop, which includes checking in golfers; assisting guests with the selection and purchase of merchandise, food and beverage
- Handle cash and credit card transactions and follow all cash handling procedures
- Answer telephone calls; make guest reservations and help customers with any relevant questions
- Assist with inventory and display of merchandise and retail items
- Ensure proper protocol(s) when opening and closing golf course; supervise on-course activity by handling inappropriate behavior or alerting Operations Manager
- Other job duties and tasks as assigned

#### QUALIFICATIONS

An interest in and some golf knowledge is preferred. Must have working proficiency in the use of a computer. Golf-specific point-of-sale software experience preferred. Previous customer service experience is preferred. Must have valid drivers license to operate golf cart(s).

#### PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, bend, walk, talk, see, hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. Specific vision required by this job includes close vision and the ability to adjust focus. Must occasionally lift and/or move up to 25 pounds.

#### BENEFITS

Northeast Golf Company employees are eligible for golf playing and practice privileges, and discounts on merchandise and retail items across all Northeast Golf Company properties.