



ROLE EXPECTATIONS

Position Title: Golf Shop Attendant

Date of Notice: March 1st, 2022

Job Location: The Glen Club, Glenview, IL

Start Date: 4.18.22

End Date: Estimated 10.15.22

Reports to: Head Golf Professional

Send Applications to: eroush@theglenclub.com

Engagement with Members and Guests:

Staff is required to maintain a friendly and upbeat demeanor. The staff is required to welcome/acknowledge members and guests as soon as they enter the golf shop.

Days per Week (Flexible):

- Minimum regular number of days per week – 2 days per week
- Maximum regular number of days per week – 5 days per week
- average number of days preferred is determined before employment
- early morning, nights and weekends required

Scheduling:

- Days off (partial days off) maybe request through The Glen Club online scheduling tool called Social Schedules before the schedule for that week is published. Vacation Requests may be made at least one month in advance.
- Golf Shop staffers must be available to work at least half of the weekend days in a given month. Fridays, Saturdays, and Sundays. are considered weekend days.
- The schedule is published by a manager at least one week in advance and as much as 3 to 4 weeks in advance.

Dress Code:

- Golf Shop Staff are to wear sleeved golf shirts and golf pants (females may wear golf skirts) along with comfortable, neutral-colored shoes. Shorts and caps are not acceptable attire.
- The Glen Club will provide each new member of the Golf Shop Staff two golf polos.

Training:

- Each newly hired Golf Shop Staffer will be given at least 2 full days paid training at their full hourly rate. They will be trained by a member of the Golf Professional Staff and/or an experienced member of the golf shop staff. The newly hired staff will not “fly solo” until day 3 at the earliest, more likely day 4.

Referral Program:

- If you refer a new employee to work at TGC while actively employed, you will receive a \$125 bonus upon the new employees 30th day of employment.