



JOB POSTING

Position Title: Golf Shop Attendant

Date of Notice: March 1st, 2022

Job Location: The Glen Club, Glenview, IL

Start Date: 4.18.22

Reports to: Head Golf Professional

Send Applications to: eroush@theglenclub.com

Property Description: The Glen Club is an 18 hole facility, located in Glenview, IL. Tom Fazio's North Shore masterpiece, which has become Chicago's premier golf address. Located at the former site of the Glenview Naval Air Station, The Glen Club sits at the heart of a 195-acre refuge that features rolling terrain, dramatic elevation changes, tranquil lakes, meandering streams and stunning vistas, including the Chicago skyline in the distance.

Position Summary:

The Golf Shop Attendant reports directly to the Head Golf Professional. They assist members and guests in making tee times, purchasing of merchandise, and the tendering of greens fees and cart fees. They will need to possess a friendly disposition and frequently multi task while in the golf shop. Role is seasonal and is estimated to end yearly in October.

Essential Duties and Responsibilities:

- Provide first class customer service to The Glen Club's Members and guests
- Assist with day-to-day golf shop duties
- Answering the phones and booking tee times
- Assist with opening and closing procedures
- Assist with merchandising of golf shop
- Assist in managing facility tournament operations including weekly events
- Service and customer focused attitude
- Maintain and promote a positive professional image.

Qualifications:

- High school, college degree, required or preferred.
- Experience with excel and/or Point of Sale systems preferred
- Retail experience is a bonus
- Demonstrated quality verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Classification:

Part-time or Full-time, Seasonal, Hourly, Non-Exempt

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