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| Job Title: | Guest Services Associate | Open positions: | 2-4 |
| Availability Requirements: | Weekday afternoons and evenings, weekends | Hours Required: | 10-20 hours/week |
| Location: | Kings Crossing Golf Club: 655 Old Baptist Road, North Kingstown, RI 02852 | Shift Requirements: | Mon-Fri 12pm-9pm, Sat-Sun 7am-9pm |
| Wages: | $15.00/hour plus tips | Position Type: | Part-time, Seasonal |
| Age Requirements: | 18 years or older | Date Posted: | 2/8/2024 |
| Applications Accepted By: | | | | |

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| contact info: Email: bmcneil500@gmail.com  Phone: 401-294-2872 | Hiring Manager information: Billy McNeil  Director of Operations, Northeast Golf Company |

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| Job Description |
| Kings Crossing golf club is seeking reliable and proactive seasonal guest services associates to work in the pro shop/bar/kitchen for the 2024 golf season. Seeking individuals willing to bartend, basic cooking, and manage golf point of sale. looking to fill weekday afternoons/evenings and weekends.Role and Responsibilities  * Maintain the day-to-day operations of the golf shop which includes checking in golfers, assisting with selection and purchase of merchandise, food and beverage, membership sales, among other offerings * 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 * Assists in cart fleet management which may include basic washing, parking, and trash removal * Ensure proper protocol(s) when opening and closing golf course, supervise on-course activity * Serve both alcoholic and non-alcoholic beverages including fountain sodas, beer, wine, seltzer and liquor * Perform basic cooking functions including deep fryer, grill, microwave, dishwasher, and knife handling to serve items such as burgers, hot dogs, French fries, wings, sandwiches and wraps * Maintain cleanliness of bar and kitchen during shift including washing dishes, glasses, using cleaning spray, and keeping cooking equipment clean  qualifications Experience in golf operations is desired, but not required. Interest in acting in various roles at once including bartender/cook/cashier. Must be willing to work in a fast-paced environment and have the desire to work independently while performing various duties. Must have the ability to operate cooking equipment and tools proficiently. Computer literacy to operate point of sale system necessary. Must possess strong customer service skills. 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. |