



**Job Description:** Clubhouse Sales Clerk

**Department:** Arlington Greens Golf Course

**Immediate Supervisor:** Pro Shop Manager / Golf Course Manager

**Supervises:** NA

**Status:** Part-time, seasonal position. 15-35 hours per week.

**Job Summary**

The Clubhouse Sales Clerk oversees the sales of merchandise, is able to explain the use of various products, schedules tee time reservations.

**Specific duties:** Answer telephone to take tee time reservations and answer customer inquiries, be knowledgeable as to answer questions about the course and the game of golf, accurately ring-in sales using a computer-based system, accurately count money and complete appropriate daily reports, perform inventory of merchandise as directed, sweep clubhouse throughout the day, adjust clubhouse window shades to maintain comfortable environment.

**Qualifications:**

- 18 years or older
- Ability to lift and carry items weighing up to 40 pounds
- Ability to multi-task
- Excellent communication skills
- Familiar with computer programs
- Enthusiastic self-starter who can work independently and as part of a team.
- Enthusiastic personality and positive personal appearance, demonstrates ability to provide quality, courteous customer service, that will perform duties as assigned
- Driver's License preferred

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.