



# GOLF SPECIALISTS/PRO SHOP

**Opening Date:** February 1, 2017

**Closing Date:** Until Filled

## **JOB SUMMARY:**

This is a part-time (10-25 hours per week), seasonal position at the Cedar Hills Golf Club, responsible for overseeing all golf course pro shop activities, including scheduling tee times, selling product, etc., and will report directly to the Golf Operations Manager.

## **DUTIES:**

- Responsible for all golf course pro shop processes and procedures
- Responsible for assisting in all golf course clubhouse, cart and concessions activities
- Responsible for setting tee times, developing tournament preparation, upselling golf products and services, etc.
- Responsible for providing excellent customer service to golf course patrons
- Responsible for golf clubhouse site cleaning and maintenance
- Other duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate a computer and specific software programs
- Ability to complete basic cleaning and maintenance functions
- Ability to stand and bend for potentially long periods of time
- Ability to lift up to 50 pounds

## **QUALIFICATIONS:**

- Ability to work well in teams, to work independently, and to exercise judgment and personal initiative
- Fun, outgoing person that interacts well with all golf course staff and patrons
- Ability to complete job tasks without high supervision
- Add value to the City of Cedar Hills Golf Club through positive working skills
- At least 16 years old

## **SALARY:**

Starting salary range is \$8.00 hourly.

Send completed City of Cedar Hills employment application, resume, and cover letter to:  
Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or [gordon@cedarhills.org](mailto:gordon@cedarhills.org).  
Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

**THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY**

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.