



504 Clubhouse Way W.
Mattawa, WA 99349

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JOB OPENING

Pro Shop Staff (part time)

Description:

Under the supervision of the Golf Professional, answers the phone and works the counter-booking Tee times and checking in players. Sells merchandise, pop, and alcohol. Prepares and serves food to customers.

Typical Tasks:

- Ensures proper food handling procedures are followed.
- Front counter attendant and primary phone call receiver.
- Using Point of Sale system ring up sales, make change, use credit card reader
- Equipment rental (golf carts, clubs, pull carts)
- Routine cleaning and general housekeeping of pro shop.
- Handles money and entry forms for various tournaments
- Apply money on the books from tournaments, i.e. Men's and Ladies Club
- Creates miscellaneous signs, flyers and letters.
- May perform other duties as directed by the Golf Professional or Superintendent.

Employment Standards:

- Position requires good customer service, verbal and written communication skills.
- Experience with Point of Sale systems and working with a till is preferred.
- Requires a Food Handlers Card, Alcohol Server Card and valid driver's license.
- Must have a basic knowledgeable of windows operating system.
- Ability to bend, stoop, and lift up to 50 lbs.
- Ability to work flexible hours, position includes most evenings, weekend and holiday shifts.

Salary:

\$14.00/ Hr.

Job applications are available in the Desert Aire Business Office, Pro Shop, and online at www.daoa.org.