

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: Golf Course Pro Shop Attendant

A. Main Purpose of the job: The Forrest Creason Pro Shop Attendant provides customer service to the students, faculty, staff and public that visit the golf course.

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Register golfers through the Class Software system.
2. Handles sales of concessions and merchandise.
3. Maintain and clean golf carts.
4. Clean facility.
5. Pick up and wash driving range golf balls.
6. Starter and ranger- organize and manage players on the course.
7. Set up daily tee times.
8. Complete shift reports.
9. Provide excellent customer service and maintain positive relations and rapport with players.
10. Daily record keeping.

C. Additional duties (tasks performed occasionally):

1. Maintenance of flower beds and outside area.
2. Other duties as assigned.

D. Basic Qualifications:

1. Strong customer service skills.
2. Golf course experience preferred.
3. Strong written and verbal communication skills.
4. Ability to lift a minimum of 50 lbs.
5. Certified in CPR, First Aid, AED.
6. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.

E. Additional Information:

1. Hours will vary and include weekend and evening shifts.
2. Promote the mission of Recreation and Wellness.