

JOB TITLE: Muskeg Meadows Pro-Shop Attendant

DESCRIPTION:

Assists with the daily operations of Muskeg Meadows Golf Course Pro-Shop.

SUPERVISION: The Pro-Shop Manager and Wrangell Golf Club, Inc, Board of Directors will supervise this position.

REQUIREMENTS:

- Age - Must be at least 21 years of age
- Background Check - Fingerprints and background check required. The cost for obtaining fingerprints will be reimbursed.
- Alaska Alcohol Server Card - Required and must be obtained ASAP once hired (30 days max). The course will be arranged and paid for by WGC.
- Alaska Food Worker's Card - Required and must be obtained within 30 days of hire. The course will be arranged and paid for by WGC.
- Valid Driver's License - Required and must be able to operate a motorized vehicle such as a golf cart.
- Must have basic computer, technology, and office equipment skills.
- Must be able to work independently.
- Must be able to lift 50 lbs.
- Must be dependable and safety conscious.
- Must be able to present a welcoming, personable, and service-oriented attitude to the customers of Muskeg Meadows.
- Must be willing to work weekends, evenings, and holidays.

WORKING CONDITIONS:

Work will be both inside and outside in all weather conditions.

DRUG AND ALCOHOL POLICY:

Muskeg Meadows has a strict Drug and Alcohol Policy with zero tolerance. Any employee suspected of being at work under the influence of drugs or alcohol will be subject to termination.

DUTIES AND RESPONSIBILITIES:

- Responsible for daily operation of Pro-Shop, including, but not limited to:
 - opening and closing
 - answering phone calls and emails
 - register golfers

- collect greens fees and membership fees; check season passes
 - equipment, carts, and locker rentals
 - sales of food, beverage, driving range tokens, merchandise, and raffle tickets
 - stock products; report low inventory to Manager
 - clean and organize, including, but not limited to, following sanitation procedures, cleaning fridges, cleaning food cart and grill, picking up trash around outside areas, emptying trash inside and out, keeping the clubhouse and deck clean and orderly, clean power carts and pull carts, inside of van, and keep beer cart clean.
 - Enter handicap scores daily
- Assist with organization and implementation of tournaments.
 - Assist with food service for tournaments, including, but not limited to, grocery shopping, cleaning food service cart and shelter before and after, and cooking or scheduling staff or volunteers to cook.
 - Assist with maintaining order in the in the driving range and shed, making sure driving range rules are followed at all times.
 - Check outhouses for hand sanitizer and toilet paper, report to Manager or Superintendent of Grounds.
 - Participate in pre-season preparation and end of season closure.

SALARY:

Wage depends on experience. This is a seasonal position. There are no benefits offered with this position.

STATEMENT OF UNDERSTANDING:

I understand the items in this job description, and also understand that failure to comply could result in disciplinary action or termination by my supervisor or the Board of Directors.

SIGNED: _____