
JOB DESCRIPTION
Assistant Golf Professional

Reports To: Head Professional or General Manager

Directly Manages: Sales Staff, Supervisor of Outside Operations, Locker Room Supervisor, Outside Operations Staff, Starter and Rangers.

Classification: Regular Full-Time

Working Hours: As Required (Normally 54 Hours Per Week)

Duties: The Assistant Golf Professional will have the most interaction with patrons and will be most influential in generating retail sales for the club. The Assistant Golf Professional conscientiously tends to the golfing needs of the players and guests, ensuring that every step of their golf experience at the club runs smoothly and is as enjoyable as possible. He works closely with the Outside Golf Staff and club administration to coordinate all activities.

Specifically the Assistant Golf Professional must:

- Ensure that all patrons and visitors are greeted and welcomed in a professional and courteous manner.
- Answer telephones to schedule future starting times and communicate information in a pleasant and professional manner.
- Accurately operate cash register system, verify the accuracy of prices of state and federal taxes and other charges on all sales tickets. Collect green fees and cart fees. Requires employee to stand and walk for up to five (5) hours or more without sitting.
- Assist in the development of standards and maintain responsibility for cleanliness and appearance of Golf Shop storage areas and merchandise displays. Requires employee to bend, stoop, and climb.
- Professionally communicate information, sell merchandise, and become fully knowledgeable in all products and sales techniques. Anticipate the needs of patrons and visitors and offer appropriate merchandise alternatives.

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- Ensure that the golf shop displays are kept at par stock inventory levels at all times and that the appearance of the displays meets or exceeds HGG standards. Requires employee to handle, lift, and carry up to 60 pounds from storage area to service area with or without a hand dolly.
- Open, close, and secure golf shop and storage areas using established procedures.
- Promote golf by teaching and conducting special clinics, and staffing club tournament events which are established by the Head Professional and General Manager.
- Handle and count cash, credit cards, and member charges (where applicable) as prescribed by standard operating procedures. Must be able to balance cash and credit card charges.
- Maintain purchase order system, ordering, and receiving program to ensure proper quantity and price on all purchases. Assist with physical inventories as prescribed by HGG.
- Maintain a high profile with patrons and visitors and positively promote the service philosophy of HGG.
- Maintain the club's handicap system.
- Ensure the "pace of play" standard is maintained daily.
- Although the Locker Room Supervisor (where applicable) and Outside Operations Supervisor (where applicable) have direct line responsibility to the Head Professional, these two positions are indirectly managed by the Assistant Professional.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.

SAMPLE

**ASSISTANT PROFESSIONALS
MONTHLY COMMISSION WORKSHEET**

CLUB: _____

MONTH: _____

BUDGETED
C.O.G.S. % _____

ACTUAL
C.O.G.S. % _____

ACTUAL
REVENUE _____

Y.T.D. ACT.
REVENUE _____

BUDGETED
REVENUE _____

Y.T.D. BUD.
REVENUE _____

ASSISTANT PROFESSIONALS ELIGIBLE AMOUNT DUE

- 1.
 - 2.
 - 3.
 - 4.
- _____

TOTAL _____

GENERAL MANAGER: _____

HOME OFFICE
ACCOUNTING: _____

V.P. OPERATIONS: _____

