



HOUGHTON-LE-SPRING GOLF CLUB

Job Opportunity

Golf Shop Assistant x 2 (Part Time approx. 15 hours per week)

Houghton-le-Spring Golf Club, Copt Hill, Houghton-le-Spring

Houghton-le-Spring Golf Club are looking for two part time golf shop assistants to join our team of employees and volunteers. Houghton-le-Spring Golf Club is a friendly, community orientated club which prides itself in putting its members first and providing the best visitor experience possible. An exciting opportunity is now available for motivated people to become part of the clubs drive for improvement in a fast-changing scene for golf clubs like ours.

Skills essential/desired

- Excellent communication and interpersonal skills.
- Member/Customer service focused.
- Friendly, helpful, confident and engaging personality.
- Efficient administration and cash handling skills.
- Knowledge of golf and golf shop operations desired.
- Competent IT skills.

Daily tasks

- Provide excellent customer service to all our members and visitors, both on the telephone and in person in a timely and courteous manner.
- At 'front of house' ensure all our members and visitors are warmly welcomed and treated in a manner expected.
- Take golf bookings in person or by telephone and enter onto the clubs BRS on-line booking system accurately.
- Check all golfers in collecting applicable green fees/monies in line with club procedures
- Sell merchandise with the view to maximising sales.
- Assist in keeping the club shop and surrounding area presentable, clean and tidy.
- Promote the club and all its initiatives in a positive manner.

This role will include weekend working on a rota basis and early starts some days from around 6.30am.

Full training will be given.

Salary will be between £4.55 and £8.72 per hour and in line with current minimum wage legislation.

Pro-rata, paid holiday entitlement.

Please apply in writing including any relative experience or CV to:

The Club Secretary, Houghton-le-Spring Golf Club, Copt Hill, Houghton-le-Spring, DH58LU or by e-mail to secretary@hlsGC.co.uk.

Closing date: 20th March 2020