

## Golf Shop Attendant – Part Time

The Town of Jamestown is seeking a Golf Shop Attendant that will offer friendly and expedient service to guests and assist the Golf Pros in the golf shop.

<b>Position Type:</b>	Part time
<b>Start Date:</b>	
<b>End Date:</b>	Open until filled
<b>Deadline for Resumes:</b>	Open until filled
<b>Education Required:</b>	Minimum High School Diploma or equivalent
<b>Schedule:</b>	Up to 20 hours per week, possible shift work
<b>Send Application Via:</b>	Mail or email to <a href="mailto:sapple@jamestown-nc.gov">sapple@jamestown-nc.gov</a>
<b>Resume Delivery Instructions:</b>	Applications for general employment can be obtained, completed, and submitted at Jamestown Town Hall, 301 East Main St., Jamestown NC 27282.
<b>Compensation:</b>	\$11.00 plus golf privileges

### Qualifications, Experience and Skill Requirements:

- Must have a friendly and positive personality;
- Possessing excellent interpersonal and customer service skills are essential;
- Basic computer knowledge including Microsoft Word and Excel;
- Must be a minimum of 18 years of age;
- Must be dependable and have a strong work ethic;
- Have a valid North Carolina driver's license.

### Position Responsibilities and Requirements:

- Tee time reservations and check-in;
- Collect green and cart fees (and other revenue) from guests;
- Perform related duties as assigned required to the day to day operations in the golf shop;
- Responsibilities include but are not limited to: daily play management, opening and closing duties, customer relations, assist with food & beverage operation, availability for shift-work mornings, during the day, or evenings.

*This position will be open until filled. Submit completed Town application to: Town of Jamestown, 301 East Main St., Jamestown, NC 27282 Attn: Sharen Apple*

**The Town of Jamestown is an Equal Opportunity Employer and is a drug and alcohol free workplace.**