



Farmington Country Club
181 Main Street
Farmington, NH 03835

(603) 755-2412
www.FarmingtonCountryClubNH.com

Pro Shop Attendant Job Description

The Pro Shop Attendant assists in the daily operations and maintenance of the Golf Course Pro Shop and Clubhouse, to ensure all golfers and guests have an enjoyable experience. The Pro Shop Attendant is a part-time seasonal position normally lasting for seven months between Mid-April and Mid-November, with the possibility of working occasional offseason functions as well.

Pro Shop Duties

- Opening and closing the pro shop
- Operating the point of sale system
- Keeping an accurate cash drawer and balancing / closing it at the end of the day
- Answering the telephone
- Scheduling tee-times and golf cart reservations
- Maintaining an accurate inventory of all items for sale in the pro shop
- Assisting the public, members and guests as needed
- Sweeping, mopping and vacuuming rugs floors, sidewalks and decks
- Emptying wastebaskets and garbage cans
- Cleaning and maintaining restrooms
- Removing trash from golf carts
- Shuffling golf carts to ensure the parking area is organized
- Parking and locking golf carts at the end of the day
- Occasionally operating the golf ball picker to clear balls from the range
- Following all established safety procedures including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and ensuring that all work areas are clean before leaving on breaks, end of workday, etc.
- Performing other duties when assigned or when necessary

Bartending Duties

- Interacting with customers by taking orders and serving snacks and drinks
- Preparing non-alcoholic and alcoholic beverages, including mixing cocktails
- Verifying customers identification and confirming they meet legal drinking age
- Complying with all food and beverage regulations
- Restocking, rotating and maintaining accurate inventory of bar supplies
- Busing tables and washing dishes as needed

Job Requirements

- Minimum of 21 years of age
- Prior golf course experience preferred
- Prior bartending experience preferred
- Knowledge of the game of golf preferred
- Ability to operate a cash register and give change correctly and accurately
- Ability to stand for an eight hour shift
- Attention to detail
- Ability to work evenings, weekends and holidays
- Strong organizational, planning and prioritization skills

- Excellent service and customer focused attitude
- Excellent communication skills

Qualifications and Experience

- Friendly
- Helpful
- Punctual
- Organized

Compensation

- Starting Pay will be in the \$10 / hour range depending on previous experience
- Free golf available if you work an average of 30 hours per week

Interested parties can email resumes to: info@farmingtoncountryclubnh.com

All qualified applicants will receive consideration for employment without regard to disability, age, race, color, religion, gender, national origin, or other protected class.