



Position: Golf Shop Sales Associate  
Location: Morgan Creek Golf Course  
Job Category: Golf Operations

Description: Morgan Creek Golf Course is looking for someone who loves people, loves golf, likes a variety of shifts in the morning or afternoon and wants to be part of a great team. Must be energized and excited to come to work and help people.

Responsibilities (Boring Stuff):

- Assists in administering all point of sales application revisions and needs as it applies to green fee sales, merchandise sales, and member/guest billing.
- Coordinates with Accounting Departments all policy and procedure revisions, updates, and implementation.
- Reconciles daily tee sheets, performs check-in, and receives payments from members and guests.
- Promotes all club golf activities.
- Maintains a clean, orderly, and well-stocked golf shop. Assists retail buyer with procurement and merchandise and shop assistants with merchandising and sales.
- Prepares for all golf outings including coordinating scorecards, cart labels, rules sheets, score sheets, format sheets, favours, pairing sheets and hole assignments.
- Follows established opening and closing procedures.
- Incorporates safe work practices in job performance.
- Opening and closing the golf shop.
- Performs other duties as required.

Minimum Qualification for the Golf Shop Sales Associate:

- Enrolled in post-secondary education.

Other Qualifications:

- Experience with computerized POS and tee time system.
- Must have fun and enjoy coming to work.

Compensation

- 5-to-6-month, summer employment.
- \$17.50 to \$18.50 per hour.
- Retail sales commission.
- Team incentives.