

PARAGON CASINO RESORT

Job Description

GOLF PRO SHOP ATTENDANT

Department:	Tamahka Trails	Reports to:	Golf Course Manager
Job Code:	ATT06	License:	Non-Gaming
Position Code:	ATT006	Costing:	450 4502 4512
Pay Grade:	N2	Date:	10/23/19
EEO-1 Code:	9		

SUMMARY:

Responsible for assisting the professional staff in all aspects of shop operations, including administrative duties, guest service and maximizing merchandise displays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages and sells Golf Shop merchandise
- Performs requested administrative duties.
- Ensures an accurate accounting of all transactions, collections and disbursements.
- Receives cash drawer at beginning and ending of shift to verify accuracy.
- Checks in golfers and books tee times.
- Communicates all relevant information to the guest including: club policies & procedures, golf course maintenance items, promotions and upcoming events.
- Makes sure that cart information is recorded in the tee sheet.
- Monitors pace of play through regular communication with the Marshals.
- Monitors traffic in and out of the parking lot and communicates to the Marshals and Cart Attendants.
- Coordinates displays, organizes storage for back-up stock, folds and straightens merchandise, oversees shop cleaning.
- Keeps the Assistant Professional and Director of Golf apprised of sales trends and low inventory items.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.

- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required.

Qualifications: Minimum 2 years experience in retail apparel or resort industry.

Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret instructions. Must be able to write clear and concise correspondence. Phone communications skills must be excellent.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to define problems, collect data, establishes facts, and draw valid conclusions. Ability to interpret and define instructions.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the Associate is regularly required to talk or hear. The Associate frequently is required to stand; walk; sit; and use hands to finger, handle, or feel objects. The Associate is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

