



Golf Attendant Job Description

Summary

A Golf Attendant at Tempo Golf Club is responsible for creating fun and comfortable indoor golf experiences for guests. This role is primarily responsible for ensuring customer satisfaction and maintaining a clean and organized environment.

Responsibilities

Customer Service

- Meet and greet all guests in a friendly, courteous, and professional manner.
- Communicate clearly, respectfully, and professionally with all guests and colleagues.
- Provide excellent customer service and create positive customer experiences.
- Assist guests by phone, email, and in person with making, changing, or canceling reservations (tee times).
- Assist guests with questions and with using the simulator technology.
- Obtaining the Safe Serve ABC permit and following those best practices.
- Share all feedback or complaints with management.

Sales and Marketing

- Promote sales and specials to guests.
- Sell and serve food, beverage, alcohol, and merchandise to guests.
- Manage inventory and restock merchandise, food, and beverages as needed.
- Ensure inventory for merchandise, food, and beverage is stocked and presented in an organized and clean manner.

Operations

- Maintain a clean, organized, and comfortable environment.
- Clear and clean all golf areas after each reservation.
- Routinely clean bar and tabletop areas throughout a work shift.
- Occasionally clean bathrooms and floors as needed.
- Follow and enforce all rules, safety, and security protocols.
- Follow all employee rules and participate in training as needed.
- Maintain good personal hygiene and report to work in clean, neat apparel that follows company standards.

Other business-related duties may be assigned or requested.



Skills and Experience

- Excellent customer service and communication skills are required.
- Ability to multi-task while maintaining a clean, organized environment is required.
- Being motivated, responsible, and customer-oriented is required.
- Proficient with basic computer programs and point-of-sale systems is preferred.
- Basic understanding of golf, equipment, and products is preferred.
- Prior golf-related or hospitality experience is preferred.
- Must have (or be able to) complete NC Safe Serve certification.
- Must be at least 18 years of age and with a high school diploma (or equivalent, or currently pursuing high school education).
- Must have reliable transportation.

Working Conditions

- Must be able to work flexible hours, including evenings, weekends, and holidays.
- Must be able to stand on concrete floors for extended periods of time.
- Must be able to lift and move up to 30 pounds occasionally (inventory, beverages, merchandise boxes, etc.).
- Reasonable accommodations may be requested to enable individuals with disabilities.

Compensation: Based on experience.

Job Status: Part-time

FSLA Status: Non-exempt

Equal Opportunity

Tempo Golf Club is an equal-opportunity employer and welcomes applicants from all backgrounds to apply. If you have a passion for golf and providing excellent customer service, we would love to hear from you!

How to Apply

Qualified applicants may submit application and resume to info@tempogolfclub.com.