



JOB POSITION: Golf Shop Attendant

DEPARTMENT: Golf Operations

REPORTS TO: Director of Golf

JOB TYPE: Seasonal FT & PT

START DATE: Mid to late April

Our mission at Big Sky is to have **'exceptional people delivering an exceptional experience!'**

As a Big Sky team member you play a significant role in helping us deliver that promise to all of our guests this season.

As an **exceptional person** you are hardworking, passionate about service and honest with your fellow team members. You arrive at work in great spirits and you know when, where and how to have fun. You communicate with your manager and fellow team members any suggestions, concerns or ideas for improvement. Most importantly, you will allow your wonderful and unique personality to shine through each and every day to the benefit of our guests and all of us working alongside you! Together we will all deliver **exceptional products** that are consistently of high quality.

Most importantly, we will do everything within our abilities and job scope to make the Big Sky experience as memorable as possible for our guests.

SUMMARY OF POSITION:

Golf Shop Attendant is responsible for customer service and sales of golf merchandise and services. This includes merchandising the golf shop, booking tee times, checking in golfers, answering any inquiries from guests, communicating with the rest of the golf operations team daily as well as other departments as required. The Golf Shop Attendant is a friendly, charismatic individual who will be the face of our Big Sky that our guests see and the warm voice our guests here when they answer the phone. They are a team player and should be proactive in assisting guests as well as looking for ways to improve the operation.

RESPONSIBILITIES:

- Responsibilities include, but are not limited to:
- Sales and merchandising in the Golf Shop.
- Provide exceptional customer service and be knowledgeable on the products we are selling.
- Be proactive in exceeding guest satisfaction. Investigate, respond and resolve challenges from guests in a timely manner.
- Ensure that superior standards of service are at all times meeting the requirements of our guests and employees and are constantly being improved upon. This may mean being creative in seeking new ways to get things done.
- Communicate with team management on a regular basis regarding the current status of golf shop operations and provide feedback from guest or own experiences.
- Receiving and merchandising of golf shop inventory and help manage inventory levels.
- Working closely with guest services & golf course staff to ensure smooth operations.
- Communicate with the golf shop and guest service staff all special requirements for group or member functions.

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- Help execute budgets on a daily, monthly and annual basis to meet sales goals.

MUST HAVES:

- 18 years of age or older.
- Have a vehicle or reliable mode of transportation.
- Strong communication skills, with a good working knowledge of written & spoken English.
- Ability to work a variety of shifts; days, evenings, weekends & holidays.
- Golf knowledge and experience is a requirement.
- Ability to lift up to 50 lbs.

NICE TO HAVE:

- Experience in the golf industry.
- Love for golf.

WHY WORK AT BIG SKY?

- Be a part of a real team environment.
- Friendly & caring membership that loves this place.
- Competitive wages.
- Discounted meals (25%).
- Retention bonus available.
- Discounted merchandise (30%).
- Golfing privileges.
- Annual staff functions.
- Team building with some of Whistler's best outdoor activities.

Big Sky welcomes and encourages applications from people with disabilities. On request, our team will gladly help in the process of helping find accommodations, through all aspects of the recruitment and selection process.

ABOUT BIG SKY:

Big Sky GC was built in 1991 and opened in 1994. Designed by Bob Cupp, Big Sky is laid out on 190 acres at the base of 8,000 foot Mount Currie in the Pemberton Valley. Big Sky is known for its generously wide bent grass fairways, difficult approach shots and tightly mown 'swales' around the greens.

Annually ranked in the Score Top 100, Big Sky was ranked #11 of the top 59 public/resort courses in the country for 2019. Other accolades include Golf Digests' top 30 courses in Canada, coming in at #26 in 2017. Also in 2017, the Luxury Travel Diary named Big Sky #5 in their top 10 bucket list courses around the world.

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While this outline attempts to be all encompassing, this position is expected to evolve beyond these categories. As you become more familiar with the operations of BIG SKY you will be expected to make suggestions on policies, procedures and controls. You will be expected to safeguard our assets, contribute to the improvement of our bottom line, and to call on members of your management team to help you accomplish these objectives.

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