



Pine Mountain Club  
Property Owners Association, Inc.

# Employment Opportunity

## Golf Pro Shop Manager

Benefited position. Duties include but not limited to the following.

- Opens and closes golf shop
- Processes green fees, cart rentals and driving range
- Handles all aspects of the merchandise ordering and selling (purchasing, inventory, selling)
- Opens and closes register/balance till
- Maintains pro shop in orderly fashion
- Pick and stock driving range
- Clean and charge golf cart
- Attends safety meetings
- Complies with safety/health work practices
- Trains employees in all the above duties
- Maintains schedule for pro shop employees
- Works hand in hand with golf course supervisor to attain optimal playing conditions on golf course
- Orders all supplies and equipment necessary for upkeep of golf shop and practice area
- In charge of running a tournament
- Work with golf club to support their tournaments in any way possible
- Help create and works with department budget
- Trains and evaluates attendant staff
- Perform tasks as required by Management

**Drug/alcohol screening. DMV check. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, Pine Mountain Club.**