San Pasqual Band of Mission Indians
Position Vacancy

<table>
<thead>
<tr>
<th>Position Title: Golf Course Pro Shop Attendant</th>
<th>Posting Date: October 24, 2019</th>
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<tbody>
<tr>
<td>Position Reports to: Head Golf Professional</td>
<td>Employment Category: Part-Time</td>
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<tr>
<td>Location: Woods Valley Golf Club</td>
<td>Closing Date: 10/31/2019</td>
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Position Summary:

To provide high quality customer service to golf shop customers and conduct sales transactions in a courteous, friendly, and professional manner. **The selected candidate will be overseen by the Head Golf Pro of the Woods Valley Golf Course.**

Principal Duties and Responsibilities:

- Greet and welcome guests upon arrival in the golf shop.
- Check in guests and provide them with a receipt to play.
- Follow specified procedures to correctly handle all cash, credit, and gift certificate transactions.
- Tender all sales in the appropriate promotional category.
- Accurately record all tee time reservations in an efficient and friendly manner, while maximizing the tee sheet with public play, walk-ins, tournament play, and groups.
- Communicate with the Starter and Player Assistants to know the pace of play at all times and assist the Player Assistants, as needed, when the pace of play is not meeting the goal.
- Understand and respond to all guest needs and requests in a timely and professional manner.
- Opens and closes the shop and performs all associated duties such as unpacking and pricing merchandise; recording sales; handling cash and credit transactions; mail, handling special orders; preparing gift certificates; receives, stocks, prices and displays shop merchandise.
- In charge of inventory count of shop merchandise and supplies.
- Have a comprehensive knowledge of shop merchandise, and actively promote sales by approaching all guests in the shop, up-selling at the counter, and effectively display merchandise.
- Provide accurate information to guests and inquirers regarding golf programs, facilities, services, special promotions, and events.
- Maintain the aesthetic appeal of the golf shop and the property, including removing litter and trash, vacuuming, straightening shop displays, and merchandise.
- Promptly and professionally answer Golf Shop phones, following appropriate standards of business etiquette to respond to callers’ requests.
- Immediately report all suspicious occurrences and hazardous conditions.
- Maintain the cleanliness and safety of work areas at all times.
Education, Experience, Qualifications and Skills:

- Excellent verbal and written communication skills along with ability to multi-task.
- Works and communicates with clients and customers to satisfy their expectations.
- Must be able to work well with others and achieve the goals and objectives of the EDA/Woods Valley Golf Course.
- 2-3 years’ experience in retail cashiering and inventory skills required.
- Experience in various types of basic filing systems both alphabetical, and numerical.
- Must be able to follow instructions in written, oral, chart, or schedule forms.
- Ability to utilize and apply various discounts. Knowledge of mathematics sufficient to be able to perform a variety of calculations functions such as fractions, percentages, and ratios (testing may be performed)
- Must be at least 18 years of age.
- Bend, stoop, lift, and stand for long periods of time.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.