

POSITION DESCRIPTION	
Title:	Golf Operations Assistant
Group:	The Links Shell Cove
Reports to:	Golf Operations Manager
Grade:	
Hours:	38 hours per week, includes weekend work
Vehicle:	No
Position Purpose	
<p>Represent the facility in a professional golfing capacity to our members and visitors on a daily basis.</p> <p>Assist the Golf Operations Manager in all aspects of the management of the golf operations</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Prior experience in a similar role within golf industry: <ul style="list-style-type: none"> ○ Pro-shop ○ Equipment repairs ○ Teaching junior golfers • Sound knowledge of golf and the golfing industry • Well-developed and effective customer service, interpersonal and communication skills • Knowledge of Microsoft applications • Cash Handling experience • Sound working knowledge of social media tools • Experience in suggesting improvements in business processes <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience in Local Government • Experience with Micropower applications • Experience in golf tuition 	
Main Activities/Tasks	

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Promote and execute profitable and efficient operation of the pro shop.
- Assist with the purchasing of all pro shop products
- Supervise the receipt and checking of all deliveries.
- Supervise monthly stock-takes and stock control procedures ensuring necessary information is given to the Golf Operations Manager in a timely fashion.
- Ensure all new suppliers have been approved and that all necessary forms and documentation for new accounts have been given to the office for processing.
- Ensure all supplier invoices and credits are coded according to procedure and given to the Golf Operations Manager in a timely fashion.
- Merchandise the golf shop on a regular basis.
- Supervise sessions with junior golfers
- Supervise the cleaning and maintenance of pro shop and its surrounds.
- Attend meetings as required.
- Regular discussion with Golf Operations Manager concerning facility in general, budgetary situation, attendance at facility, etc.
- Continuously identify areas within the organisation where cost reduction and program improvement is required
- Locate, select and procure merchandise for resale in accordance with policy
- Identify and implement networking opportunities on an ongoing basis
- Be responsible for cart fleet operations and maintenance

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.