

Saxon Woods Pro Shop
315 Mamaroneck Rd, Scarsdale, NY 10583

POSITION: Pro Shop Manager

BRIEF DESCRIPTION: Pro Shop Manager is expected to assist the Head Golf Professional with all pro shop, cart and driving range operations including managing all staff and providing excellent customer service at the Saxon Woods Golf Course in Scarsdale, NY. This position is seasonal and may include working odd hours and shifts from March 7, 2021 through December 31, 2021.

DUTIES/ RESPONSIBILITIES

- Supervise the daily pro shop operations including but not limited to tee times, merchandise, driving range, registers and carts.
- Assist in the employment, assignments, schedules and termination of pro shop employees.
- Maintain a neat and clean work environment including displays that are pleasing to customers.
- Order merchandise and maintain inventory control for all golfer essentials.
- Provide excellent customer service both in person and on the phone.
- Ensure registers are accurate daily and stocked with appropriate change.
- Provide assistance to outside golf operations as needed.
- Assist golf professionals with organization of clinics, outings or tournaments as needed.
- Be flexible in providing any other duties required by the Head Pro throughout the season.
- Needs to be available to work any day of the week between the hours of 6am-9pm during peak golf season.

KNOWLEDGE and EXPERIENCE

- Requires a basic knowledge about the sport of golf and recreational operations.
- Requires strong administrative, computer, mathematical and organizational skills.
- Requires knowledge of conducting cash and credit card transactions with multiple registers including giving correct change.
- Ability to establish and maintain positive and professional working relationships with staff and golf professionals.
- High school diploma or GED necessary.
- Must be able to communicate effectively, both verbally and written.
- Need excellent interpersonal skills to handle customers, golf professionals, and staff.
- Ability to perform strenuous tasks including lifting range ball buckets.
- Neat, clean appearance and attention to detail.

Submit Resume via email to:

Charlie Meola, Head Golf Professional

Saxon Woods Golf Course

charlie.meola@gmail.com