



JOB POSTING

CLASSIFICATION / JOB TITLE / OFFICE LOCATION

PRO SHOP RETAIL ASSOCIATE (PART-TIME & FULL-TIME)

EFFECTIVE DATE

APRIL-2023

REPORTS TO (POSITION)

HEAD GOLF PROFESSIONAL

SALARY GRADE(S)

LVL 1, IC1

DEPARTMENT / DISCIPLINE

GOLF DEPARTMENT

SUBMIT RESUME BY (DATE)

SUBMIT RESUMES AND COVER LETTER TO

careers@bayviewclub.com

INTERNAL AND EXTERNAL CANDIDATES

JP 008

SUMMARY:

The Company & Working Environment:

The Bayview Golf & Country Club is Centrally located in the GTA, Bayview has been a treasured part of the lives of our families for nearly 60 years. Bayview members enjoy a world-class Golf course, Tennis Courts, Fitness area, Aquatics area, dining and social experiences, all centered in a modern, full-service private club setting with diverse event facilities. We have an 18-hole championship course ranking among Score Magazine's Top 100 & a focal point for our Toronto Country Club family. The Professional Shop offers items for all our amenities with sports and casual wear, golf equipment, and tennis equipment to name just a small selection of the items available for purchase.

The position:

The **Pro Shop Retail Associate** is the first point of contact in the Golf Shop (Professional Shop) located in the Golf Services department. The Professional Shop offers Members and Guests a variety of golf retail merchandise including clothing, golf equipment and accessories for purchase. Employees in this position are often called upon to provide a wide array of Club knowledge including, but not limited to; providing details of upcoming events, helping to book tee times, and other requests.

DUTIES:

- Assist Members with purchases and merchandise information.
- Answer Member inquiries pertaining to Golf and Shop merchandise.
- Assist with "back of the house" items; receiving and pricing inventory.
- Process payments and conduct daily opening and closing cashier duties.
- Attend to Golf Shop email, respond to Member inquiries promptly and accurately.
- Clean and maintain order in golf shop (displays, storage, and front counter).
- Organize weekly stock rotation and facing.
- Assists with monthly inventory counts of all stock.

Supervision Received

- Reports to and receives functional direction from the Head Golf Professional



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Contacts

- Maintains internal/external contact with all Members, Management and Staff

SKILLS / JOB KNOWLEDGE / EXPERIENCE:

MINIMUM QUALIFICATIONS:

- Excellent oral and written communication skills
- Proficiency with computer programs such as Point-of-Sales Programs an asset
- Interest or familiarity with Golf, Tennis or Customer Service

REQUIREMENTS:

- High school diploma or equivalent
- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Commitment to providing high quality customer service
- Previous experience in a customer service role is preferred, but not required
- If you are a friendly and engaging individual with a passion for customer service and a commitment to providing high quality service, we encourage you to apply for this exciting opportunity!

BENEFITS:

- Free employee meal
- Access to Tennis Courts at off-peak hours
- On-site gym access at off-peak hours
- On-site parking
- Paid time off

HEALTH AND SAFETY:



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- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club's Health and Safety policies and procedures

HOURS OF WORK:

- Ability to work weekdays, weekends and holidays as required

If you feel this position describes your skills and experience, please e-mail your resume and cover letter to careers@bayviewclub.com. Please include the position title in the subject line of your email. We thank all applicants for their interest but only candidates selected for an interview will be contacted.

At Bayview Golf & Country Club, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided based on the information you provide us.