



JOB POSTING

CLASSIFICATION / JOB TITLE / OFFICE LOCATION

GOLF BACK SHOP ATTENDANT (SEASONAL PT-FT)

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 010

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 **Golf Back Shop Attendant** will be interacting with customers throughout the day. You should be friendly, professional, and able to answer questions and address any concerns they may have. Overall, the golf Back Shop attendant role requires a customer-focused attitude, strong organizational skills, attention to detail, and a good knowledge of golf equipment and the sport of golf.

DUTIES:

- Managing golf carts, including cleaning and maintaining them, ensuring they are fully charged and ready for use, and monitoring their use during the day.
- Assist Members in booking Tee times, simulators, driving range, or the Barn for Golf.
- Organize the rental and return of Golf carts and Golf equipment.
- Managing inventory and restocking supplies as needed. This may include ordering new inventory, organizing the back shop, and keeping track of sales and inventory levels.
- Provide support for Golf events, including setting up equipment, assisting players and Golf Professionals, and ensuring that the event runs smoothly.
- Monitor the course for safety and security of Members and their guests for hazards.



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- Enforce rules and regulations on the golf course and report any security concerns to the Head Golf Professional or Senior Management as required.
- Perform other duties as assigned by Management.

Supervision Received

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

Contacts

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

SKILLS / JOB KNOWLEDGE / EXPERIENCE:

MINIMUM QUALIFICATIONS:

- Knowledge and familiarity with the sport of Golf is a strong asset.
- Minimum 1 year of retail and/or customer service experience is an asset.
- Experience in the Club industry or retail industry an asset but not required.

REQUIREMENTS:

- Able to lift up to 50lbs.
- Ability to carry, push, pull up to 50lbs.
- Standing and sitting for prolonged periods.
- Ability to lift, bend, stoop and reach above shoulder level.
- Able to type, use computer mouse, write for 20%-30% of the day.

BENEFITS:

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



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- On-site parking
- Paid time off

HEALTH AND SAFETY:

- 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.