

**I. Position**

Golf Shop Salesperson (8.3)

**II. Related Titles**

None

**III. Essential Functions**

Sell merchandise in golf shop.

**IV. Additional Responsibilities**

1. Advises members and guests about attire, golf clubs and supplies, etc.
2. Arranges and displays pro shop inventory
3. Records all sales transactions
4. Collects and records greens fees and cart rental fees
5. Issues receipts for greens fees and cart rentals
6. Takes messages for members who may be on course
7. Assists in packing and unpacking inventory
8. Recruits tournament participants
9. Assists in special orders

**V. Reports to**

Assistant Golf Professional

**VI. Supervises**

No supervisory duties are included in this position