



RANCHO SANTA FE

Golf Club

Rancho Santa Fe Golf Course Clerk

Job Summary:

Rancho Santa Fe Golf Club is searching for a part time Golf Shop Clerk to complete day to day operations alongside the Professional Staff. This would include providing the highest level of service to Membership in, but not limited to, retail operation, member/guest check-in, and all opening/closing standard operating procedures.

Essential Responsibilities:

- Assist with the golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, display, and sales
- Conduct oneself in a professional manner and maintain a professional image at all times
- Service and customer/member focused attitude
- Self-motivated with desire to promote and market

Experience Required:

Customer Service and retail experience preferred

Education:

High School Graduate

Benefits:

- Employee discounts in golf shop for merchandise
- Club provided meals
- Uniform allowance
- Eligibility to participate in Association 401K(must meet quarterly hour requirement)
- Limited access to golf course and practice facilities

Hourly rate: \$18.00 – 20.00

All offers are contingent upon a successful background check as well as a drug screening. (We follow Federal guidelines related to drug screening results), prior to appointment of position.

Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.