



NOW HIRING

Pro Shop Cashier **Village Links of Glen Ellyn** **www.villagelinksgolf.com**

DESCRIPTION:

The Pro Shop Cashier at the Village Links of Glen Ellyn is someone who is excited about providing outstanding guest services, is a problem solver with strong work ethic and leadership skills, and understands that guest satisfaction always takes priority, but that efficient operations make it possible.

The job duties of the Pro Shop Cashier include, but are not limited to, interacting with customers both at point of sale and on the phone. Responsible for cleanliness and maintenance of the Pro Shop and merchandise contained therein. Position reports to the Golf Services Supervisor on duty.

ESSENTIAL FUNCTIONS:

- Regularly engage guests to insure outstanding guest experience daily.
- Accurately collect fees for products and services in a fast-paced environment
- Accurately and efficiently book tee times, golf lessons, and tournament entries over the phone and in person
- Assist in accurately and completely responding to Guest inquiries
- Assist in maintaining a neat, clean, and inviting Golf Shop
- Assist management in miscellaneous other duties as directed

QUALIFICATION REQUIREMENTS:

- High school diploma or GED preferred, or two years relevant experience.
- Must be at least eighteen (18) years of age.
- Ability to maintain a professional demeanor and communicate effectively with customers, employees, and the general public.
- Ability to perform basic mathematical calculations.
- Ability to operate various types of equipment – standard office equipment, including telephone, copier, computer and related software (e.g. MS Office Suite), and point of sale systems.
- A valid driver's license.

SALARY / BENEFITS:

Starting wages for this seasonal position is Illinois minimum wage, \$14.00 per hour, with any hours over 40 in a week earning time and a half.

HOW TO APPLY:

1. Interested candidates should submit their application and resume to Golf Operations Manager Trevor Hollowed at the Village Links Pro Shop.
2. Chosen candidates will be required to successfully pass a pre-employment criminal background check and reference check.
3. Several positions are available and will remain open until filled.

Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER