

Department: St. Mary's County Recreation and Parks
Division: Wicomico Shores Golf Course
Position: Golf Shop Attendant
Rate: \$15.00/hour
Job Location: Wicomico Shores Golf Course
Hours: Up to 35 hours per week



Supervisor:
Division Manager

General statement of duties:

Under basic supervision, performs duties as directed by General Manager of Golf Course and Restaurant.

Educational and Experience Requirements:

Graduation from High School or GED equivalent preferred. 16 plus years of age.

Essential Responsibilities:

- Greet guests in a timely manner. Provide prompt, courteous and friendly customer service
- Manages tee time reservation system, maintains inventory and accurately reconciles sales and daily sales reports.
- Maintain a clean, organized, and safe work area in the golf shop at all times.
- Maintain professional appearance and always wear a clean and proper uniform.
- Follow proper opening and closing procedures.
- Perform other duties as required.

Anticipated start date:

Immediate openings available

Contact:

Patrick Dugan, Wicomico Shores Golf Course Manager at 301-884-4601

To Apply:

Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf and email directly to Patrick.Dugan@StMarysCountyMD.gov, or in-person at Wicomico Shores Golf Course and Riverview Restaurant.