



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Bully Pulpit Golf Shop Attendants

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Provide information and golf shop services to promote full enjoyment of the Bully Pulpit Golf course facility.

Essential Job Functions:

- Participate in the daily booking and check-in of all players.
- Operate point-of-sale software and assists customers.
- Direct and conduct golfer traffic onto the course for play.
- Participates in merchandise sales and restocking.
- Assists with tournament and group outing setup and services.
- Maintains shop cleanliness and upkeep and related work required.
- Participates in the daily front of house operations.
- Assists with outside services and golf car fleet management.
- Informs guests of other Medora attractions.
- Participate in workplace safety training sessions.

Other Responsibilities:

- Other duties assigned by the Director of Golf, Golf Shop Manager, and PGM Intern.

ADA Requirements

- Continuously
 - Stand
 - Talk
 - Repetitive use of hands/arms
- Occasionally
 - Walk
 - Sit
 - Climb
 - Balance
 - Lift up to 10 pounds
 - Carry up to 10 pounds

- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Visual acuity to determine accuracy, details and transcribe data. Close proximity of computer software.
- Environmental Conditions
 - Occasionally works with sharp objects/tools
 - Continuously working with others.

Qualifications and Education Requirements:

- Must have general knowledge of the game of golf and the course rules.
- Must have excellent communication skills.

Supervision:

- The Golf Shop Attends report to the Clubhouse Manager.
- This is not a supervisory role.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.