



Haddington Golf Club

Job Specification for Club Shop Assistant

Overview

Haddington Golf Club is looking to recruit two part time assistants to help with the running of the club shop. Short shifts will be available during the summer and winter months. The role will be flexible to meet both the applicant's availability and club's needs.

Key Responsibilities

- Provide a polite and informative welcome to members, guests and visitors alike.
- Promote the club in a positive manner, encouraging guests and visitors to return and, where appropriate, provide encouragement to take up one of the club membership options
- Opening and closing the shop and clubhouse including locking doors and setting the alarm
- Collect green fees from visitors and member's guests, issue bag tags and provide instructions to have them visible on their bag.
- Provide members, their guest and visitors up to date course information such as tees available for use, temporary greens, local rules, restrictions, etc.
- At all times, make sure BRS system correctly reflects members, guests and visitors who are using the course. All names should be accurately recorded to reflect who is playing at each tee time.
- Register members and visitors play in competitions and collect entry fees. Update Club V1 system to allow score entry by players.
- Collect money from individuals wishing to use the driving range and allocate balls
- Maintain sufficient volume of range balls within the shop, replenishing from outside store as and when needed
- Collect money for the rental of golf buggies and trolleys to members, guest and visitors.
- Make sure buggies and trolleys are clean and tidy before and after hire
- Promote and sell golf apparel and accessories available in the shop
- Keep shop area clean and tidy, including emptying bins outside shop when necessary
- In the absence of the Club General Manager (e.g. weekends, holidays, sick leave) and when necessary, issue course and facilities status updates via email, social media and/or the club website using the template provided by the Club General Manager).
- At the request of the Club General Manager provide cover in their absence following accurately the instructions provided to do so

Remuneration

- UK minimum hours wage (£12.71 at time of advertising)
- Pension contribution of 3%



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Working Hours

The successful applicant will work shifts (full day or part day) set out on a regular basis by the Club General Manager. Typically, these shifts will be between 4 to 11 hours per day.

Summer Period: 1 st April to 30 th September	
Monday to Friday between	Saturday & Sunday between
07:30 to 18:00	07:00 to 18:00

Winter Period: 1st October to 28/29 th February		
	Monday to Friday between	Saturday & Sunday between
October	07:30 to 16:00	07:30 to 16:30
November	07:30 to 15:00	07:30 to 15:00
December	08:00 to 15:00	08:00 to 15:00
January	08:30 to 15:00	08:30 to 15:00
February	08:00 to 16:00	08:00 to 16:00
March	07:30 to 17:30	07:00 to 17:30

Club Information

- Address: Whittingehame Drive, East Lothian, EH41 4PT
- Email: info@haddingtongolf.co.uk
- Phone: 01620822727
- 18 hole parkland course
- Full length driving range with 5 open air bays
- Short game practice area
- Clubhouse
 - Ladies and gents changing rooms & toilets
 - Bar and seating area
 - Kitchen
 - Function suite
 - Office
 - Club Shop and workshop/studio

Reporting Structure

- Club Shop Assistant will report to Club General Manager, Alan Mackay