



Job Title:	Golf Assistant
Department:	Golf Department
Reporting To:	Golf Manager
<p>Primary Job Purpose: An exciting opportunity has arisen for a Golf Assistant to join our Golf Team. The successful applicant will assist in the efficient every day running of the Golf Department, supporting the needs of the guests and clients in order to provide safety and the best guest experience.</p>	
<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Opening and closing up of the Golf Department • Use BRS Golf booking system to plan ahead for customer arrivals, teeing off times and future reservations, on a daily, weekly and monthly basis. • Tee time management and booking • Green fee handling • When working a close shift, prepare for the following day, ensuring booking and buggy forms are organised and reception area left clean and tidy. • Scorecards for competitors to be written out prior to a club event. • Helping maintain and run the driving range • Assisting in the booking of Golf Societies and competitions • Responding to phone calls and emails • Assisting in the running of Congo Rapids Adventure Golf • Buggy cleanliness and maintenance • Helping keep the Golf Department clean, tidy and in line with Health and Safety regulations • Build a positive rapport with all members and customers <p>This job description is not exhaustive and the job holder may be required to carry out other reasonable tasks as specified by their manager.</p>	
<p>Keys Skills:</p> <ul style="list-style-type: none"> • Excellent attention to detail • Positive, self-motivated attitude • Excellent written and verbal communication • Excellent Customer service skills • Keen interest in and understanding of golf and sport is desirable • Basic English and Maths • Good Microsoft Office skills 	
<p>All staff Key Performance Measures Our <u>values</u> underpin everything we do here at LQ Resorts and staff should ensure that these are at the fore front of what they do, day to day.</p> <ul style="list-style-type: none"> • To focus on the guest experience at all times and continually strive to delight time after time • To see each guest as part of a long-term relationship not a onetime event • To create a team that is enthusiastic, consistent and committed in the workplace that encourages an open honest and supportive culture, by working together to create excellence. 	



- To create an organisation with high integrity, that recognises potential and success, that both guests and employees want to be part of and associated with
- To encourage our team to contribute to excellent working conditions for all
- To gain a reputation for delivering financial performance and being consumed and enthralled about business.

Benefits

LQ Resorts will offer you a fantastic working environment with plenty of opportunity to make a difference each day. In addition, you will receive:

- Discounts across the resort, including family and friends
- Free onsite parking
- Progression and career development opportunities.
- Pension Scheme
- Discounted food
- Free gym membership
- Access to wellness programmes