POSİTİON DESCRIPTION
Bay Mills Resort & Casinos

POSITION: Starter Shack  LICENSED: No
DEPARTMENT: Wild Bluff Golf Course  GRADE: 8 ($10.40-15.60)
REPORTS TO: Director of Golf  STATUS: Non-Exempt

POSITION SUMMARY:
Under the supervision of the Director of Golf, the position assists in all phases of the Starter’s Shack / Halfway House and outdoor golf operation ensuring excellent customer service.

Employees wishing to transfer to golf course positions will be able to maintain health benefits and anniversary date for leave accruals. However, employees will not be allowed to use vacation time during summer months. At the end of the golf season, employees will be allowed to transfer to other positions, based on availability, or be placed on lay-off. To maintain benefit eligibility, employee must return to full time regular employment at the end of the season.

ESSENTIAL FUNCTIONS:
1. Provide exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Performs all duties of the Cart Attendant, as deemed necessary (see Cart Attendant Position Description).
3. Responsible for Starter Shack sales including, merchandise, food and beverage sales.
4. Responsible for entries and balancing of point of sale system.
5. Responsible for maintaining a clean and neat building and related storage areas.
6. Responsible for assisting with store merchandising including pricing, displaying, stocking and following established inventory control procedures.
7. Responsible for assisting with the delivery and restocking of supplies to all facets of the golf operation.
8. Responsible for filling and monitoring water coolers and cups on golf course.
9. Responsible for excellent and constant communication with pro shop workers and all golf course, restaurant and resort personnel.
10. Responsible for monitoring the tee times on the first and tenth tee of the golf course and in monitoring the pace of play on the golf course, ensuring excellent customer service.
11. Responsible for maintaining a neat and clean appearance.
12. Responsible for learning and following the daily policies and procedures for Wild Bluff Golf Course and Bay Mills Resort & Casinos.
13. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing.
14. Other duties may be assigned within the scope and complexity of this position’s essential functions.
**PHYSICAL REQUIREMENTS:**
While performing this job the employee is regularly required to stand, walk and occasional sitting. Occasionally the employee must bend, squat or kneel. The employee must occasionally lift and / or move up to 50 pounds. The employee will spend scheduled work time indoors and outdoors and exposed to various weather conditions.

**POSITION REQUIREMENTS:**
1. Must have general knowledge on the game of golf.
2. Must have six months to one year’s experience in a similar position.
3. Must have cash handling experience.
4. Must have point of sale computer experience helpful; general computer knowledge.
5. Must possess a friendly and cooperative personality.
6. Must be extremely dependable.
7. Must be able to work flexible shifts including mornings, evenings, weekends and holidays.
8. Must be able to take direction well.
9. Must work well with fellow employees.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
11. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OPEN UNTIL FILLED

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org

Subject:

**Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section**