



JOB DESCRIPTION:

RECEPTIONIST

(reviewed July 2011)

Job Title

Golf Club Receptionist

Main Purpose of Job

To be responsible for manning the club reception area and to attend to all enquiries from members and visitors.

Job Location

Reception Area: Golf Club

Responsibilities

The job requires dealing with members and visitors, therefore it is important to have a friendly personality and good communicating skills which will reflect the image of the club in the best possible way.

Duties

Where applicable collect all guest and visitors fees and see that they sign the visitor’s book and are issued with a ticket. Answer all telephone calls and pass onto appropriate department if unable to attend to yourself and take bookings for tee times for club competitions and other events as instructed. To accept payment of members subscriptions and other fees and issue with the appropriate receipt. All money collected must be properly recorded on the cash day sheet and handed over to the club office on completing of your days work.

Liaison

You will normally have daily contact with numerous club staff and heads of departments and also club officials. All directions however will be given through the office of the Secretary/Manager.