



GOLF TEAM SUPERVISOR

Reports To: Head Golf Professional / Director of Golf

Position Summary

The Golf Shop Supervisor is responsible for the daily operations of the golf shop and assists in managing staff, merchandise, and customer service at the public golf course. This position ensures a professional, welcoming, and efficient environment for all guests, while supporting the overall success of the golf operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Customer Service

Provide exceptional customer service to members, guests, and the public.

Greet players, handle check-ins, and manage tee time reservations.

Respond to inquiries regarding course conditions, policies, and events.

Adhere to the Standard Operation Procedures (SOP'S) issued to all staff members.

Golf Shop Operations

Supervise the opening and closing of the golf shop; ensure proper cash handling, register reconciliation, and daily reports.

Train, schedule, and oversee golf shop attendants and part-time staff.

Maintain cleanliness, organization, and professional presentation of the shop.

Monitor pace of play and assist with the coordination of on-course operations when needed.

Merchandising

Assist in selecting, ordering, receiving, and displaying golf merchandise.

Maintain accurate inventory records and conduct regular stock counts.

Ensure merchandise displays are appealing, organized, and seasonally appropriate.

Society Outings & Events

Support the Head Golf Professional and Tournament Coordinator in planning and executing golf events.

Prepare scorecards, signage, and prize merchandise for tournaments.

Provide event-day support to ensure smooth operations.

Administrative & Financial

Assist with reporting, budgeting, and revenue tracking for the golf shop.

Ensure compliance with all cash handling and point-of-sale procedures.

Monitor staff performance and provide feedback to management.

Qualifications

Education: High school diploma or equivalent; college degree.

Experience: Minimum 1–2 years in golf operations, retail, or hospitality; supervisory experience preferred.

Knowledge/Skills:

Strong interpersonal and communication skills.

Proficient with point-of-sale systems, tee sheet software, and Microsoft Office.

Knowledge of golf products, rules, and etiquette.

Ability to multitask in a fast-paced environment.

Reliable, detail-oriented, and professional appearance.

Physical Requirements

Must be able to stand for extended periods and lift up to 40 lbs.

Work includes both indoor (shop) and outdoor (course) environments.

Weekends, holiday cover, public holidays and early morning/late evening shifts required.

Compensation and Benefits

Competitive hourly wage or salary (based on experience)

Golf privileges and discounts on merchandise

Uniform provided

Opportunities for advancement in golf operations.

Applications by 5th February 2026 to Alan Staunton, alan@deerparkgolf.ie