



Guest Greeter

TITLE:	Guest Greeter
REPORTS TO:	General Manager
HOURS:	Hours vary – must be available to work weekends & evenings

Mount Douglas Golf Course is Victoria's only Executive 9 Hole Golf Course open to the Public located in the beautiful Blenkinsop Valley. Winner of the 2021, 2022, 2023 AND 2024 TC Reader's Choice Awards for best 9-hole golf course. We are currently looking to fill the guest greeter position as directed by the General Manager.

Summary of Position:

As the guest greeter you will be the first point of contact to welcome golfers to the course. You will be responsible for welcoming and confirming golfers, orienting them to the course and answering any questions they may have.

Responsibilities & Duties: (may include but are not limited to)

- Welcome golfers to the course
- Confirm golfers names; keep groups organized; ensure all groups are complete before having them proceed to the check in window
- Review course rules & etiquette (if needed)
- Make sure every golfer has their own set of clubs
- Ensure that groups are getting to the tee on time
- Ensure that groups are teeing off on time
- Advise check in person of any special circumstances that affect the tee sheet
- Answering the phone and taking bookings
- Assisting golfers if they want to rebook
- Cleaning golf carts as they are being returned

- Monitoring the flow of the course during peak hours to see if there are any bottlenecks
- Check the clubhouse washroom periodically for cleanliness
- Tidy, wipe down and straighten outside patio tables and chairs, drop umbrellas at the end of the day
- Assist co-workers as needed
- Communicate with Marshalls about course flow and problem golfers
- Review the tee sheet for the day to catch any errors

Incentive:

We offer a fun working environment in a beautiful setting. This job is well suited to someone who enjoys people and knows a bit about golf.

- \$19-21.00/per hour
- Golf Privileges

Please forward resumes to:

mdgc.gm@shaw.ca