

Clerk - Pro Shop Attendant - Student

Department: Golf Services, Planning, Property and Development Department

Designated Work Location: Various - On site

Position Type: Up to two (2) Summer Student Term, Full-Time

Hours of Work: Various

Salary: \$16.00 hourly, as per the Student Classification within the C.U.P.E. Collective Agreement. (Under Review)

Employee Group: C.U.P.E

Posting No.: 126777

Closing Date: Open Until Filled

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse, skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self- declare.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers.

In accordance with the applicable collective agreement(s), recruitment and promotion provisions will be considered prior to applying equity strategies. Where permitted, preference will be given to qualified applicants who self-identify as members of the equity group(s) listed above.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

Under the direction of the Golf Course Operations Coordinator and/or Clerk 3, the Clerk Pro Shop Attendant (Student) is responsible for the performance of routine duties associated with the effective functioning of the pro shop, allocation of power and pull carts, customer service and basic upkeep and cleanliness.

Most Summer Students will be required for the period of May through August, with April 15th being the earliest start date and September 15th being the latest release date.

All applicants must be available to start work on short notice and intend on returning to school at the end of season.

As the Clerk - Pro Shop Attendant Student your duties will include:

- Deliver customer service to citizens over the phone and in-person on a daily basis.
- Perform Pro Shop administrative duties including receiving reservations for tee times and golf tournaments, merchandising, record keeping and inventory control.
- Perform cashier duties including the use of credit and debit card terminals. Operates POS system on a daily basis. Sell merchandise as required.
- Perform duties such as sweeping, vacuuming, maintaining washrooms, cleaning around the club house, power cart maintenance, etc.
- Assist other golf course staff when necessary.

Your education and qualifications include:

1. Grade 12 or GED or equivalent or an equivalent combination of training and experience.
2. Customer service experience with the ability to meet customer needs and expectations.
3. Golf course experience is preferred.
4. Experience working in a golf course pro shop is preferred.
5. Experience working in a retail environment is an asset.
6. Verbal communication skills with the ability to deal effectively with the general public in sometimes challenging situations.

7. Written communication skills.
8. Interpersonal skills with the ability to work in a team environment and maintain effective working relationships with staff and stakeholders.
9. Ability to work independently with minimal supervision.
10. Ability to pay attention to detail and ensure accuracy of work.
11. Proficiency in Microsoft Office programs (such as Word, Excel, Outlook, Internet searches, etc.).
12. Knowledge of the game of golf and the rules of golf.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service https://www.canalliance.org/en/](https://www.canalliance.org/en/) at application.

Conditions of employment:

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense.
3. Must possess and maintain a valid Class 5 Manitoba Driver's License. The successful applicant will be required to provide a driver's notice in force document upon request.
4. Must be available to work various shifts, weekdays, evenings, nights and weekends including statutory holidays.
5. Must be able to be assigned to different golf courses dependent on operational requirements with duties performed dependent on facility.
6. Must be physically capable of performing the duties of the position, including standing for an extended period of time, bending, stooping, and carry up to 25 pounds.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Position Reports To: Golf Course Operations Coordinator and/or Clerk 3

Only candidates selected for interviews will be contacted.