

**Position:** Guest Services (Full-Time or Part-Time)

**Reports To:** Director of Golf, Guest Services Supervisor, Golf Shop Supervisor

**Job Definition:**

The Guest Services Attendant at the Talking Rock Golf Course is a complete service professional. To ensure that guests have a positive and enjoyable experience, not only at the resort but in the region. Knowledge of resort facilities and services as well as attractions and services in the region is required. Professional appearance and behavior is required at all times.

Guest Service Attendants are the first point of contact for visitors upon arriving at Talking Rock Golf Course and Quaaout Lodge.

**Duties:**

- Ensure the safety and security of guests and resort property
- Attend to guests needs upon arrival and on course as required
- Daily staging, cleaning, and coordination of the Golf Cart Fleet
- Attending to the Practice Facilities as required
- Maintain a clean and organized work area
- Load and unload tour buses as scheduled
- Assist Pro Shop with the delivery of goods to guests

**Skills & Experience:**

- Ability to work independently with little supervision
- Ability to manage time effectively
- Excellent communication skills
- Ability to troubleshoot
- Bondable (criminal record check may be required)
- Excellent English language skills
- Fluency in additional languages is an asset
- Golf Knowledge is an Asset
- Customer service experience in a resort environment

Team Members will periodically work evenings, weekends and holidays. Scheduled shifts could take place between 5:00am and 10:00pm

**Please email your resume and cover letter quoting the position you are applying for:  
[jobs@quaaoutlodge.com](mailto:jobs@quaaoutlodge.com)**

