



## JOB DESCRIPTION

Position Title: Snack Bar Attendant

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Exempt

Reports To: Snack Bar Supervisor

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Non-Exempt

Print Name: \_\_\_\_\_

Applicant/Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### PRIMARY PURPOSE

To provide a high level of food and beverage snack bar service for customers using the club facilities.

### ESSENTIAL RESPONSIBILITIES AND RESULTS

- Prepare snack bar foods and beverages from specified menu for customers.
- Serve food and beverages to snack bar customers.
- Check identification of customers for alcohol purchases.
- Clean and restock foods, beverages, condiments, and other supplies.
- Prepare supply requisitions and order from vendor.
- Change beverage boxes.
- Clean and maintain snack bar equipment. Report concerns the supervisor.
- Calculate customer food and beverage charges, collect money, and provide change.
- If part-time, pick-up bank and have it verified at front desk at beginning of shift.
- If part time, count bank at front desk, have verified and place money in safe, at end of shift.
- Perform other related duties as requested by supervisor.
- Perform monthly inventory with supervisor.

### AMOUNT OF SUPERVISION RECEIVED

This position receives frequent supervision and directions from the supervisor and performs tasks in accordance with established departmental procedures.

### INTERACTION WITH OTHERS

This position frequently interacts with other food and beverage staff, golf team members as well as the supervisor. This position interacts constantly with guests using snack food and beverage services.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

### PHYSICAL DEMANDS

This position requires constant standing, walking, talking, hearing, and use of hands and fingers. This position frequently requires balancing, twisting, bending, pulling, pushing, stooping, kneeling, crouching, and reaching with hands and arms. The incumbent must be able to lift and carry up to 50 pounds. This position requires good close vision and the ability to adjust focus.

### WORK ENVIRONMENT

This position works indoors and outdoors in a booth. Position is exposed to varying outdoor weather conditions, which can be frequently hot, humid, wet, cold, and windy. A moderate to loud noise level is typical for the work environment of this job.

### **USE OF DISCRETION AND INDEPENDENT JUDGMENT**

This position is responsible for using sound judgment in case of emergency or non-emergency issues while manager is absent. Discretion to be used daily.

### **EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS**

This position represents the company daily and must portray a professional appearance and demeanor.

### **QUALIFICATIONS REQUIRED**

- Education: A high school diploma or equivalent is preferred.
- Experience: Minimum of six months of experience in the food industry required. Must be 18 years of age or older.
- Communication skills: Good oral communication skills and excellent customer service skills required.
- Mathematical skills: Sufficient math skills to perform simple calculations and handle cash.
- Computer skills: Requires computer keyboard literacy and familiarity with database programs (POS).
- Must have the ability to use the cash register.
- Reasoning ability and other skills: Good organizational and time management skills required. Requires patience and courtesy.
- Certificates, licenses: Requires a Food Handlers Education Certificate.