



MEADOWLARK HILLS GOLF COURSE

City of Kearney

JOB DESCRIPTION

Job Title: Snack Bar Attendant
Job Class: Seasonal
Date: February 2013
Reports to: Golf Course Manager

JOB SUMMARY

Provides a high level of customer service to golfing patrons. Attends the service needs of our patrons in the bar area including food and beverage service. Maintains the stock and cleanliness of the snack bar area. Runs the beverage cart when needed.

ESSENTIAL JOB FUNCTIONS

The essential job functions include, but are not limited to the following:

- * Checks with Proshop Manager on daily play schedule.
- * Prepares and serves food for patrons.
- * Follows policy's and checks patrons identification when selling alcohol.
- * Prepares and serves alcoholic and non-alcoholic drinks for patrons.
- * Utilizes drink measures and proper pours.
- * Maintains the stock in the snack bar (food, beverages and supplies).
- * Checks inventory and reports low inventory to Manager daily.
- * Follows opening and closing duties.
- * Grills burgers and dogs and is responsible for cleaning the grills.
- * Assists in grilling for league nights.
- * Maintains the cleanliness in the snack bar area (trash, recycle and windows/doors).

KNOWLEDGE, SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Must have the ability to deliver a high level of customer service.
- * Must have the ability to keep the snack bar organized and clean.
- * Good oral communication skills.
- * Has the ability to calculate and complete liquid measurements.
- * Can compute simple math and count change accurately.
- * Food prep experience.

SUPERVISORY RESPONSIBILITIES:

NONE

CONFIDENTIAL INFORMATION:

NONE

REQUIREMENTS:

Previous experience in food and beverage service preferred.
Must be 19 years old.
Alcohol training preferred.

PHYSICAL REQUIREMENTS:

Lift in excess of 20 pounds.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

This job description may be changed or updated at any time without notice.