

Snack Bar Attendant

Position Concept: The Snack Bar Attendant is a position that will oversee and maintain the snack bar area on a day to day basis. The position is responsible for preparing food, collecting money, cleanliness of the department, and provides a high level of customer service to its guests

Supervised By: Head Golf Professional or Assistant Golf Professional

Specific Responsibilities - include but are not limited to:

- Ensure members and guests are greeted and welcomed in a professional and courteous manner.
- Anticipate and answer questions, provide assistance and information to all patrons.
- Maintain all cleanliness, visual and stocking standards of the snack bar, and restrooms to make certain our appearance meet and exceed expectations.
- Using all snack bar equipment, fills out orders, prepares food and delivers orders to a high volume of customers.
- Operates cash register; receives cash and makes change; balances cash drawer, counts checks, coins, and currency.
- Completes appropriate paperwork.
- Operates kitchen equipment such as small kitchen appliances and cutting devices.
- Cleans and sanitizes kitchen, equipment, refrigerators, and utensils. Cleans hood and filter vents. Sweeps and mops kitchen, storeroom, and floor. Lifts supplies, food, and trashcans. Moves tables to clean under them. Cleans men's and / or ladies restrooms.
- Sets up serving areas for meal service. Keeps food at the proper temperatures per Health Department Standards.
- Receives and organizes supplies and food.
- Keeps record of daily food production, inventories, and participation. Assists in completing daily, weekly, and monthly food requisitions and inventory.
- Uses the first-in first-out rotation inventory method when storing and receiving food items and paper supplies.
- Maintains the food service operation up to current local and state health codes.
- Assists with special events.
- Performs other duties as assigned.

Knowledge, Skills and Traits

- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market a service and customer focused attitude
- Ability to successfully perform and manage multiple tasks
- Maintain and promote a positive professional image within the community
- Experienced computer use, including Microsoft word, excel, and Fore!Reservations
- Must have a valid driver's license and bartender permit