



Snack Bar Attendant

FLSA Status: Non Exempt
Department: Food and Beverage Snack Bar and Beverage Cart
Reports to: Restaurant Manager, or Other Department Manager or Director of Food and Beverage

General Purpose:

Supports food servers and beverage cart attendants by preparing food and/or beverages. Provides quality service to members and guests.

Essential Duties:

- ◆ Ensures guests are attended to in a prompt, efficient and personalized manner.
- ◆ Prepares and serves food and beverage items.
- ◆ Maintains organized and clean work area.
- ◆ Controls inventory through conscientious use and careful monitoring of all food beverage products.
- ◆ Receives deliveries of product from vendors and ensures proper storage.
- ◆ Reports to department manager when supplies need to be ordered.
- ◆ Stocks and inventories products.
- ◆ Responds to customer questions regarding the general information of facility.
- ◆ Supplies support to food servers and beverage cart attendants to ensure excellent service to members and guests.
- ◆ Maintains up-to-date knowledge of applicable state liquor laws and standard operating procedures provided by the management.
- ◆ Communicates guest concerns or comments immediately to the Director, Food and Beverage and Chef.
- ◆ Reviews schedule for changes, calendar of events and facility activities on a daily basis.
- ◆ Utilizes point of sale system.
- ◆ Accountable for cash and check transactions.
- ◆ Incorporates safe work practices in job performance.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands and walks; uses hands; reaches with arms and hands; stoops, kneels, crawls or crouches; talks or hears. Occasionally sits; climbs or balances. Frequently lifts up to 25 pounds and occasionally lifts up to 50 pounds.

Environment/Noise:

Frequently works in outdoor weather conditions, in extreme heat (non-weather) and in areas near moving mechanical parts. Occasionally works in high precarious places, near fumes or airborne particles, near toxic or caustic chemicals and in extreme cold (non-weather). Occasionally risks electrical shock. Noise level is moderate.

Certificates/Licenses:

Sanitation Training and Alcohol Awareness Training

Job Knowledge, Skill, and Ability Preferences

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Meets state age requirements for handling alcoholic beverages.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.