



BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

JOB TITLE: Snack Bar Attendant

DEPARTMENT: Oak Tree Country Club; # 24

CLASSIFICATION: Seasonal - Hourly, Non-Exempt (20-29 Hrs/Week)

SALARY RANGE: \$12.00 per hr., (plus tips)

JOB PURPOSE OUTLINE:

The Snack Bar Attendant provides friendly and efficient customer service to members at the BVSA Pool Snack Bar. The primary focus of the Snack Bar Attendant is to accurately and efficiently take and prepare food and beverage orders and accurately handles payment transactions.

REPORTS TO: Under the direction and supervision of the Lead Server and/or Food and Beverage Manager.

WORK ENVIRONMENT: Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES

- Greet and welcome all patrons approaching the Snack Bar.
- Maintain cash drawer and accurately conduct all monetary transactions.
- Accurately place all food and beverage orders in POS system.
- Prepare food and beverage items required by position and according to specifications.
- Verify all kitchen prepared food items and deliver to members as quickly as possible to ensure food quality.
- Maintain effective hospitality and problem solving to ensure member satisfaction.
- Maintain a proficient knowledge of restaurant hours of operation, menus, menu items and daily specials.
- Take and place telephone orders.
- Complete position opening, closing and side work check lists.
- Works the hours and shifts required according to business demands and departmental staffing needs.
- Clean and refresh all condiments provided for member/guest use.
- Ensure daily signs and menus are accurately displayed.
- Report all incidents of customer dissatisfaction to Supervisor or Manager.
- Maintain a neatly groomed and uniformed appearance at all times.
- Ensure that work area and storage areas are clean, safe and sanitary during and at the conclusion of shift.
- Ensure proper labeling, storage and rotation of all food and beverage products on the Snack Bar menus.
- Maintain all supplies in a clean and organized fashion.
- Perform any reasonable requests of coworkers, Lead, Supervisor or Manager.

- Follows BVSA Employee Handbook and policies.
- Follows departmental policies and standard operating procedures.

KEY RELATIONSHIPS: Members and member guests, Supervisor, Manager, Servers, Server Assistants, Chef, Culinary Employees, Maintenance Department, and Janitorial department.

QUALIFICATIONS:

- Must possess and maintain a CA Food Handler’s Certificate within 30 days of hire.
- Must be at least 18 years of age or older due to Alcohol Service.
- Basic math skills.
- Ability to write basic reports and correspondence.
- Ability to speak effectively with customers or employees of the organization. Must be able to communicate orally, read and write in English.
- Must be able to work a flexible work schedule to include Weekends, Holidays, and variable shifts.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to feel or handle, reach with hands and arms, see, talk, hear, and taste or smell. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 30 pounds.

STANDARD SPECIFICATIONS / DISCLAIMER

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Signature of Employee

Date:

Signature of Department Mngr.

Date: