



Job Description

Job Title: Halfway House Attendant

Department: Ala Carte-Halfway House

Reports to: Halfway House Lead

Job Summary

Provides casual, accurate and timely food and beverage service. Maintain cleanliness.

Job Essentials

- Creates a warm welcoming environment for all members and their guests.
- Maintains cleanliness of production and service equipment and of production, storeroom, service and other areas including the front of the house.
- Ensures foods are held at safe storage temperatures.
- Requisitions supplies from club's kitchen and storeroom and ensures proper transfer and storage.
- Provides adequate and accurate display of items offered for purchase.
- Ensures correct and accurate order taking and execution.
- Makes product suggestions to supervisor to increase sales and heighten member satisfaction.
- Complies with applicable health, alcoholic beverage, fire and other laws and requirements.
- production and service of food and beverage products, as necessary.
- Consistently complies with the club's policies and procedures for the service of alcoholic beverages to members and guests.
- Suggests menu additions based on member and guest requests.
- Completes other appropriate assignments made by the Halfway House Lead

Job Knowledge, Core Competencies and Expectations

- Ability to prepare and/or serve food and beverages.
- Knowledge and ability to perform required role during daily operations.

Experience and Background

- Some food preparation and/or food service experience preferred.

Physical Requirements and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift to 50 pounds.
- Continuous repetitive motions.
- Work in a warm, humid environment.



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This job description is not exhaustive of all the job tasks, but a guide, and tasks may be added or removed by your immediate supervisor according to changes that may occur in the working environment.

I, _____ acknowledge receipt of the Job Description, issued by Oak Park Country Club. I have read and fully understand it and accept that the job description contained therein.

Employee Name: _____

Signature _____

Date _____