



## Job Description

**Job Title:** Snack Shop Attendant

**Department:** Snack Shop

**Reports to:** Snack Shop Supervisor

### **Job Summary**

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

### **Job Essentials**

- Creates a warm welcoming environment for all members and their families.
- Maintains cleanliness of production and service equipment and of production, storeroom, service and other areas.
- Ensures foods are held at safe storage temperatures.
- Requisitions supplies from club's kitchen and storeroom and ensures proper transfer and storage.
- Provides adequate display of garnishes and condiments on "self-serve" basis.
- Complies with applicable health, alcoholic beverage, fire and other laws and requirements.
- Ensures correct and accurate order taking and execution.
- Makes product suggestions to supervisor to increase sales and heighten member satisfaction.
- Assists with the production and service of food and beverage products, as necessary.
- Maintains and monitors an inventory of all outlet products, supplies, small equipment and other items.
- 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 Snack Shop Supervisor

### **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 hot, humid and noisy 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                    \_\_\_\_\_