



**Tahoe Donner Association
Job Description**

Job Title: Beach Beverage Server
Department: Beach Club Marina
Reports To: Marina manager
FLSA Status: Non-exempt
Prepared Date: 04/08/08, updated 4/28/11, 5/1/14, 4/11/15, 5/24/17, 3/9/18

SUMMARY

Under the direction of the Marina Manager and kitchen supervisor, the beach beverage service employee serves cocktails and beverages to members and guests on the beach.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Be able to operate and understand Revel POS system.
- Provide excellent customer service to members, guests, employees and business partners.
- Have a working knowledge of alcoholic beverages; beer, wine, liquor.
- Be able to make cocktails.
- Maintain a working knowledge of the association rules and enforce them accordingly.
- Help snack bar attendant when needed.
- Inventory products and suggest on reorders as necessary.
- Collect monies from customers who purchase beverage items.
- Must have cash handling skills. Balance daily sales to deposit amount. Maintain issued bank total.
- Restock beer fridge with necessary goods as needed.
- Must be over 21 years old and able to walk for several hours in the hot sun.
- Be familiar with all stations at the beach club in order to answer any questions posed by members or guests.
- Operate a cash register and credit card machine.
- Maintain work area to environmental health department standards.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must be at least 21 years of age or older. Previous experience preferred, but not necessary. Previous customer service experience preferred but not necessary.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or obtain California Serve Safe food handlers card within 30 days of employment. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

