



**Job Title:** Beverage Cart / Snack Bar Attendant  
**Job Code:** 652  
**Department:** Summer Food & Beverage  
**Reports To:** Lodge General Manager  
**Class Code:** 9079  
**FLSA Status:** Non-exempt  
**Salary Level:** H3  
**Pay Range:** \$12.30 - \$13.42 per hour  
**File Name:** Beverage Cart -Snack Bar.doc  
**Prepared Date:** 04/08/08, updated 4/28/11, 5/1/14, 4/11/15, 5/24/17

### **SUMMARY**

Under the direction of the Lodge General Manager in conjunction with the Golf Manager, the beverage cart/snack bar attendant serves food and drinks to patrons on the golf course. Must be at least 21 years of age or older.

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

- Be able to operate and understand Aloha POS system.
- Provide excellent customer service to members, customers, employees and business partners.
- Have a working knowledge of alcoholic beverages; beer, wine, liquor.
- Be able to make cocktails.
- Must be able to drive a beverage golf cart.
- May be required to make some food items; i.e. Sandwiches and hot dogs.
- Maintain a working knowledge of the association rules and enforce them accordingly.
- Keep accurate inventory of all products placed on cart, sold and returned to the snack bar.
- Clean and maintain all appliance and tools related to the beverage cart / snack bar.
- Help snack bar attendant when needed.
- Inventory products and suggest on reorders as necessary.
- Collect monies from customers who purchase food and beverage items; be familiar with employee food and beverage discounts.
- Must have cash handling skills. Balance daily sales to deposit amount. Maintain issued bank total.
- Restock snack bar area / beverage cart with necessary goods as needed.
- Responsible for facilitating the golf turn food and beverage.
- Keep snack bar and appliances clean.
- Open and/or close snack bar.
- Answer food and beverage telephone.
- Operate a cash register and credit card machine.
- Maintain work area to environmental health department standards.
- Must be aware and have golf knowledge in terms of pace of play, positioning, playing etiquette.
- May shovel snow.

### **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.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees within the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.