



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.

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.