



JOB TITLE: Snack Bar/Beverage Cart Clerk
DEPARTMENT: Food & Beverage
REPORT TO: **Jess Hepper** - Food & Beverage Manager
DATE REVISED: April 4, 2019
CLASSIFICATION: Non-Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

The Snack Bar/Beverage Cart Clerk prepares food and beverage items in the grill and assists customers with food and drink orders. Sell and serve food and beverages to snack bar patrons. Operate beverage cart and sell food and beverages on the golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist customers with food and drink orders
- Prepare a variety of food items and clean up after cooking/serving
- Operate cash register, beverage dispenser, grill and microwave
- Restock drink coolers and refrigerator
- Stock cart and replenish as needed
- Conduct daily inventory of snack bar and beverage cart
- Drive beverage cart adhering to safety standards as required

JOB SPECIFICATIONS:

- High School diploma or equivalent
- Must be at least 21 years of age
- Must have basic mathematical skills and the ability to count change
- Must have a valid Alaska drivers' license
- Must have current Training for Alcohol Professional (TAPS Card)
- Must have current Food Handler's Card
- Must be able to stand for long periods of time
- Must be able to provide quality customer service
- Ability to effectively communicate; written and orally
- Must be able to lift up to 25lbs

OTHER RESPONSIBILITIES:

- Perform routine maintenance procedures as needed including but not limited to, washing dishes, sweeping, mopping of all floors
- Maintain neat and orderly professional appearance
- Interact with customers in a professional, courteous manner
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned