

SENIOR SNACK SHOP MANAGER

Position Code: 1760

WC Code: 9082

FLSA Status: Non-Exempt

Pay Grade: 345 (\$29,587 – \$46,273)

Location: Golf Course

Approval Date: 2010

General Statement of Duties

Oversees the management, operation and staffing of the golf course snack shop.

Distinguishing Features of the Class

An employee in this class operates the golf course snack bar. Work includes planning and purchasing food, supervising staff in the preparation of food and waiting on customers, ensuring that health sanitation standards are followed, and participates in food preparation and serving duties. Work involves maintaining an inventory and purchasing food and supplies. Work requires judgment and initiative in operational management, and tact and diplomacy in extensive public contact. Work subjects the employee to hazards associate with operating a grill including extreme heat conditions, noise, fumes, odors, dust, and gases. Work is performed under the general supervision of the Golf Course Director and reviewed through observation, reports, and results in generating funds to meet the budget.

Duties and Responsibilities

Provides service to customers including taking, preparing, serving and billing food and beverage orders.

Orders supplies.

Completes reports.

Schedules service and inspections.

Opens and closes snack shop.

Ensures equipment is serviced and maintained in proper working order.

Restocks supplies.

Ensures food storage, preparation, and sanitation guidelines are met or exceeded.

Maintains cash drawer.

Ensures maintenance of Health Codes and ABC laws.

Other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Extensive knowledge of food preparation and operation of a concession including hot grill foods, and state and local laws or policies on sanitation requirements.

Working knowledge of budgeting, menu planning, inventory control and cash management.

Ability to supervise staff in preparing food and waiting on customers.

Ability to develop and maintain effective working relationships with the public, employees, superiors, officials, and co-workers.

Ability to express oneself clearly and precisely in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, bending, crouching, crawling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or negligible amount of force frequently or constantly to lift, carry, push, or pull or otherwise move objects, including the human body.

Must possess the visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

Minimum Education and Experience

High School Diploma or GED and five to seven years of experience in food service and customer service; or an equivalent combination of education and experience which provides the required knowledge and skills.

Special Requirements

Ability to obtain a Safe Food Certificate within 30 days.