

SNACK SHOP MANAGER

Position Code: 1761

WC Code: 9082

FLSA Status: Non-Exempt

Pay Grade: 344 (\$28,178 – 44,069)

Location: Golf Course

Approval Date: 2010

General Statement of Duties

Assists in the operation and management of the golf course snack shop.

Distinguishing Features of the Class

An employee in this class assists in the operation of the Golf Course snack bar. Work includes helping with purchasing of food and supervising par time staff, preparing food, waiting on customers, ensuring that health sanitation standards are followed, and customer services are provided. Work requires judgment and initiative in daily operations and tact and diplomacy in extensive public contact. Work involves weekends and holidays. Work subjects the employee to hazards associated with operating a grill including extreme heat conditions, noise, fumes odors, dust and gases. Work is performed under the general supervision of the Senior Snack Shop Manager and is reviewed through observation, reports and results in generating quality customer services and funds.

Duties and Responsibilities

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

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

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

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

Knowledge of computer food POS systems and general computer techniques.

Ability to gain and implement knowledge of budgeting, menu planning, inventory control and cash management.

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

Ability to develop and maintain quality customer service techniques, effective working relationship with the public, employees, superiors officials and co-workers.

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

Ability to obtain and maintain safe food handling certification.

Ability to operate a computer.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, bending, crouching, crawling, reaching, 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 a 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 prepare food; to determine the accuracy, neatness and thoroughness of the work assigned, and to operate a computer.

Minimum Education and Experience

High School Diploma or GED and three to five years of experience in food services and customer service; or an equivalent combination of education and experience.

Special Requirements

Ability to obtain a Safe Food Certificate within 30 days.