

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Food and Beverage Cart Attendant
Department: Ol' Colony Golf Complex
Reports To: Food and Beverage Manager
FLSA Status: Non-Exempt
Job Level: Part-Time, Pay Level 1 – \$7.25 min to \$8.70 max

SUMMARY

Provides excellent customer service by selling refreshments and food in the snack shop or on a beverage cart at Ol' Colony Golf Complex. Maintains cash drawer, as well as snack shop and beverage cart cleanliness and a friendly attitude by performing the following duties.

ESSENTIAL FUNCTIONS

- Sell refreshments and food in snack shop or on beverage cart.
- Responsible for individual cash drawer from sales in snack shop and on beverage cart including balancing cash receipts at the end of the shift and making change for cash sales.
- Load and unload beverage cart being able to lift and carry objects safely to store in proper place. Drive beverage cart adhering to safety standards as required.
- Inspect snack shop, beverage cart, kitchen and bathrooms daily to ensure a clean and orderly condition. Perform routine maintenance procedures as needed including but not limited to, washing dishes, sweeping, mopping of all floors.
- Take customer orders and prepare and handle food.
- Restock coolers daily and maintain inventory on a regular basis. Maintain neat and orderly professional appearance.
- Interact with customers in a professional, courteous manner.
- Available to work a flexible schedule, upon notice, including evenings, weekends and holidays as required.
- Adhere to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.
- Other duties as assigned.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) preferred; or six months year related experience and/or training; or equivalent combination of education and experience. Age Requirement to sell, serve or dispense beer or liquor - 21 years of age or older for beer and liquor.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to count and make change.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid identification as required by the U.S. Citizenship and Immigration Services. Current certifications in First Aid and CPR are preferred but not mandatory.

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.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing up to 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures

WORK ENVIRONMENT

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"It is the policy of Tuscaloosa County Park & Recreation Authority that no person, shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity.

P.A.R.A. is proud to be a "Drug Free Work Place".
All Employees are subject to random drug screens.

