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## **JOB DESCRIPTION**

**POSITION TITLE:** SNACK BAR ATTENDANT

**REPORTS TO:** SNACK BAR SUPERVISOR

**FLSA CLASSIFICATION:** NON-EXEMPT

### **POSITION OVERVIEW**

Employee works as a Busser/Server for The Springs "Oasis" snack bar and interacts with members and guest to ensure they have an exceptional experience. Employee will provide friendly, responsive food and beverage service and ensure that all support and service is conducted and fulfilled in a way that is consistent with The Springs goals, standards and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform opening duties and ensures station is stocked and clean for service
- Reports to the Snack Bar Supervisor to receive instructions about set-up and any exceptions or explanations for the day
- Sets or checks all tables/chairs to check that they are complete, clean and straight
- Resets tables correctly, completely, and efficiently
- Assists other team members as needed to ensure guest satisfaction
- Ensure that soiled dishes, glasses, and silverware are removed promptly with member/guest is finished and taken to the kitchen
- Responsible for water, coffee, and iced tea service
- Performs cleaning duties of the snack bar; including cleaning the kitchen floor and all counter-top space
- Abide by all safety and security policies and procedures; report all unsafe work conditions and all accidents no matter how minor to management.
- Follows all rules and regulations established in The Springs Employee Handbook

### **REQUIREMENTS**

- Strong knowledge of communication practices and techniques
- Outstanding written and verbal communication skills
- Ability to multi-task and re-prioritize as needed
- Possesses a sense of urgency; is self-motivated and detail-minded
- Proactive approach in resolving problems and issues
- Ability to work a flexible schedule including weekends and holidays

**EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent preferred
- One year bussing/serving experience
- Previous Country Club experience is preferred
- Current Riverside County Food Handler's Card

**PHYSICAL DEMANDS**

- Ability to stand for extended periods of time
- Must be able to work in varying outdoor conditions (extreme heat, dry, wet, cold)
- Must be able to move and lift, carry, push, pull and place objects not exceeding 50 pounds
- Repetitive movement- standing, walking, twisting, turning, bending, squatting, stooping, sitting
- Occasional exposure to chemical products
- Requires climbing up step stools/ladders

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description

**Equal Opportunity Employer**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.