

Food and Beverage Staff JOB DESCRIPTION

DEPARTMENT: Food & Beverage

REPORTS TO: Food & Beverage Manager

CLASSIFICATION: Non-exempt without supervisory responsibility (flexible work hours)

SUMMARY/PURPOSE:

The Food & Beverage Staff provide support to the Food & Beverage Department. This position is responsible for preparing and serving main menu selections, processing financial transactions, and maintaining the safe handling, storage, and sanitation of all food and beverage items. This position assists the Food & Beverage Manager in the successful growth and operations of the company.

ESSENTIAL FUNCTIONS:

Promote Financial Stability

- Aid customers in selecting food and beverage products.
- Prepare and serve menu selections.
- Follow correct financial transaction procedures and reporting of sales.
- Assist in conducting periodic inventories of food and beverage items.

Foster Teamwork and Cohesiveness

- Attend departmental meetings as required.

ENSURE COMPANY AND Regulatory Compliance

- Safely handle and store all food and beverage products.
- Clean floors, wall surfaces, ceilings and fixtures in the preparation and service areas; follow all safety and cleaning guidelines.

Build Positive Relationships with the Community

- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Minimum one (1) year customer service experience.

PREFERENCES:

- Food service industry experience.

WORKING CONDITIONS:

Physical Demands:

- Standing
- Sitting
- Crouching/Kneeling
- Walking
- Balancing
- Lifting
- Pulling
- Pushing
- Twisting
- Touching/Handling/Feeling
- Hearing
- Talking
- Seeing:
 - ✓ Close
 - ✓ Far
 - ✓ Color
 - ✓ Depth
 - ✓ Small details/print
 - ✓ Peripheral vision

Exposures:

- High Noise Levels
- Vibration
- Electrical Current
- Airborne Particles
- Chemicals
- Fumes/Odors

Additional Comments: _____

This job description provides a summary of the primary components of this job and does not provide an expressed or implied contract for employment. Management may, in its sole discretion, assign or reassign duties and responsibilities to this job at any time. Any revisions, deletions, or additions must be in writing and signed by the General Manager.

The company operates seven days per week, with flexible hours each day. I am aware that business demands may make it necessary to change my accustomed shift. I am also aware that the number of my scheduled hours may fluctuate with business levels.

I have read and reviewed a copy of the above position description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

 Employee Signature Date

 Manager Signature Date