

City of Fort Worth, Texas Job Description

Classification Title	Senior Food and Beverage Attendant		
Job Code:	CL5240	Job Family:	Clerical
Pay Grade	503	Date Reviewed:	07/14/2015
FLSA Status	Nonexempt	Date Revised:	10/13/2020

GENERAL SUMMARY

Leads, oversees, and participates in the more complex operations of the Golf Snack Bar including opening and closing, selling and stocking merchandise and preparing food and beverages for golf tournaments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job 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.

1. Lead and oversee staff, which includes prioritizing and assigning work; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and participate in the daily operations of the Golf Snack Bar including preparing, selling, and serving food and beverages and prioritizing and assigning work.
2. Assists customers with purchases, provides customer service to players and golf shop visitors.
3. Oversees cleanliness of food preparation and dining areas.
4. Operates on-course food and beverage cart as extension of Golf Snack Bar operations, providing highly efficient and courteous customer service.
5. Assures that the Golf Snack Bar and surrounding area is neat and clean and that merchandise is well arranged and all areas of the shop and merchandise are free from dust, dirt and fingerprints.
6. Assists Head Golf Professional and Golf Shop staff in managing food and beverage needs for tournament play.
7. Orders, purchases and assists Head Golf Professional with inventories of food and beverage products at assigned course, completing necessary reports, and providing information for point of sale and receipt of items in City purchasing system.
8. Executes opening and closing procedures; unlocking and locking doors; and, opening or closing register procedures.
9. Ensures proper cash control in accordance with the cash handling policies and procedures; assists with depositing daily revenue.
10. Monitors sales of snack shop items and provides reports to Head Golf Professional to increase sales.

11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operation, services and activities of a food and beverage operation.
 - Methods and techniques of food preparation and sanitation procedures.
 - Food preparation equipment.
 - Basic math skills (addition, subtraction, multiplication, and division).
 - Inventory and stocking procedures and techniques.
 - Cash register operations.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Operating food preparation equipment.
 - Time management and good judgment.
 - Computers and work related software.
 - Interpersonal communication.
 - Credit card handling and basic mathematics.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in training subordinate employees.
 - Establish and maintain effective working relationships.
 - Prepare clear and concise operational reports.
 - Compute the amount due to customers and make change.
 - Operate a cash register or point of sale.
 - Balance and reconcile cash receipts.
 - Conduct accurate inventory of supplies.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and one year of food and beverage preparation experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Food Handler and TABC Certification.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.