

City of Fort Worth, Texas

Job Description

Classification Title	Senior Food and Beverage Attendant		
Job Code:	CL5240	Job Family:	Clerical
Pay Grade	501	Date Reviewed:	07/14/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Manages the operations of the Golf Snack Bar and prepares 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. Performs daily operations of the Golf Snack Bar. Assists customers with purchases, Provides customer service to players and golf shop visitors.
2. Trains and schedules staff to accommodate patron attendance levels.
3. Supervises and coordinates work activities of staff.
4. Assists Golf Shop staff in managing food and beverage needs for tournament play.
5. Orders, purchases and inventories food and beverage products at assigned course.
6. Oversees cleanliness of food preparation and dining areas.
7. Ensures proper cash control in accordance with the cash handling policies and procedures.
8. Performs other related duties as required.
9. 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:**

- Making observations.
- Customer service.
- Reading and writing.
- Operating food preparation equipment.
- **Ability to:**
 - Understand and follow written and oral instructions.
 - Communicate clearly and concisely with customers and supervisor.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - 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 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.