

# **BAR & GRILL ATTENDANT / MANAGER ASSISTANT**

## **RESPONSIBILITIES**

- Seasonal, part time position March to November
- Requires dependability, following a mutually agreed upon work schedule including early morning shifts, weekends, and holidays.
- Assist in food preparation. (chopping, cutting, slicing, cooking etc.)
- Know and adhere to State & Local liquor laws.
- Knowledge of all menu items, specials, and events.
- Responsible for the proper handling and storage of all food and beverage.
- Prepare all food and beverage according to specified quality and portion controls.
- Maintaining accurate time cards.
- Keep bar, lounge and patio clean and neat.
- May be responsible for opening or closing the Bar & Grill.
- Responsible for safety and sanitation standards.
- Ability to use good judgment and work independently.

## **ASSISTANT RESPONSIBILITIES**

- Assist in covering shifts for Bar & Grill personnel when needed.
- Cover vacations and time off for Food & Beverage Manager.
- Assist with outings as needed.
- Assist with scheduling and payroll.
- Order food and beverage from vendors as needed.
- Facebook updates, specials and new ideas.

## **EMPLOYEE STANDARDS**

- Liquor liability training course & serve safe certified preferred.
- Minimum age of 18.
- Must be customer oriented with excellent interpersonal skills.
- Must be able to lift up to approximately 25 lbs.
- Knowledge of kitchen sanitation and food prep handling techniques.
- Bartending and cooking skills preferred.

## **In Addition to an Hourly Wage Benefits Include:**

- Golfing privileges
- Driving Range privileges
- Discount on food, fountain drinks and coffee (while working)
- Merchandise discount