

# **BAR & GRILL MORNING OPENER / PREP PERSONNEL**

## **DEFINITION**

The Bar & Grill Morning Opener /Prep Personnel reports to the Food and Beverage Manager. This individual will prepare food and will serve food and beverages to the golf course customers and staff. The Bar & Grill Morning Opener /Prep Personnel is responsible for ensuring that high quality food and beverages are prepared and served in a safe, friendly, courteous and timely manner and in compliance with State and Local Health Codes and within the guidelines of State and Local Liquor laws and CSHGC house liquor policies.

## **RESPONSIBILITIES**

- Seasonal, part time position approximately April to November.
- Greet all customers, guests and employees in a friendly manner.
- Check identification of patrons when there is a question of their legal ability to purchase alcoholic beverages.
- Know and adhere all State and Local Liquor Laws and CSHGC house liquor policies.
- Knowledge of equipment use, cleaning, and safety.
- Perform all morning Bar & Grill duties as instructed in the Bar & Grill employee manual.
- Knowledge of all menu items, specials, and events.
- Keep all food, beverage, and dry goods stocked.
- Responsible for the proper handling and storage of all food and beverage.
- Assist in food preparation as required (chopping, cutting, slicing, cooking etc.)
- Prepare all food and beverage according to specified quality and portion controls.
- Collect and ring in all payment for food and beverages.
- Keep kitchen, bar, lounge and patio clean and neat.
- Responsible for following all safety and sanitation standards.
- Set up and break down of functions.
- Must arrive at work on time and in proper attire including your name tag.
- Requires dependability and the ability to work early morning hours, following posted work schedule including flexible hours, weekends, and holidays.
- Maintain accurate time cards.
- Requires the ability to understand and follow oral and written direction, to communicate effectively, to maintain cooperative working relationships with other employees and the public and to keep accurate records of Bar & Grill sales (tabs, coupons etc.).
- Ability to use good judgment and work independently.

## **EMPLOYEE STANDARDS**

- **Serv Safe Certificate Required** (Certified Food Protection PIC Training).
- Liquor Liability training course preferred.
- Minimum age of 18.
- Must be customer oriented and friendly.
- Must be able to lift up to approximately 25 lbs.
- Knowledge of kitchen sanitation and food prep handling techniques required.
- Bartending skills preferred.

## **BENEFITS**

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