



DESERT HIGHLANDS

Job Description

Job Title: Halfway House Attendant
Reports To: F&B Manager/Exec. Chef
Revised: August 2008

Department: Food and Beverage
FLSA Status: Non-Exempt

Primary Purpose -

Prepare and serve soup, salad, sandwiches, prepare foods, alcoholic and non-alcoholic beverages from a free-standing snack bar on the golf course.

Essential Functions -

1. Maintain cleanliness and organization of all Halfway House storage and service areas.
2. Serve food and beverages to members in an efficient manner.
3. Set up and stock work area with food and beverage supplies on a daily basis.
4. Establish, maintain and seasonally reset par stocks for consumable goods.
5. Offer product suggestions to increase sales and heighten member satisfaction.
6. Maintain a clean, safe, organized work area.
7. Ensure perishable foods are held at safe storage temperatures.
8. Unsure food and beverage products are rotated to optimize freshness.
9. Process member billing; complete POS daily closeout instructions.
10. Assemble sandwiches to order while golfers wait "on the turn".
11. Cook and serve hot dogs, brats and other menu items without main kitchen support.
12. Perform other duties as assigned.

Required Qualifications:

- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Food Handlers Card
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Reliable and predictable attendance.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

Preferred:

Physical Demands & Work Environment -

- Position is in busy, non-smoking restaurant in a private residential community in N. Scottsdale.
- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, close vision, distance vision, color vision, peripheral vision, depth vision, ability to adjust focus, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This job description serves as an agreement between Desert Highlands and myself. I acknowledge all of the duties that my job entails. I do understand that although these are my direct responsibilities, I am a team player and will help others.

Employee Printed Name: _____

Employee Signature: _____ Date: _____