

## Pine Mountain Lake Association Job Description

**Job Title:** Lakeside Café Attendant  
**Job Code:** 64  
**Employee Name:**  
**Department:** Marina  
**Location:** Marina  
**Reports To:** Lakeside Café Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 01/22/2021 mc

### SUMMARY

Prepares beverage, snack and order service for patrons and maintains kitchen, window and patio area cleanliness. Good communication skills with other employees within the Lakeside Café. Must be able to communicate in a professional and courteous manor with patrons.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Takes accurate orders in person or by phone.
- Operates cash register and prepares order tags.
- Balances cash register.
- Prepares beverages, soft serve and snack items.
- Package and distribute orders accurately.
- Performs necessary restocking or set-up for next shift.
- Performs cleaning and sanitizing duties as assigned.
- Performs opening and/or closing duties for Lakeside Café.
- Assists in the set-up and break-down of tables and umbrellas each day.
- Regular, punctual attendance is required.
- Performs other reasonable duties as assigned.

\*Due to age restrictions some staff may not be able to perform all duties:  
"Serving Alcohol" is restricted to any person 18 years of age or older

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of property owners and guests.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure and American money.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

C.P.R. and first-aid training certification required. Food Handler Card or certification upon hire.

## **OTHER SKILLS AND ABILITIES**

- Ability to operate specific equipment and tools
- Ability to use cash register
- Good communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to adjust to your audience
- Ability to work as a team member

## **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.

While performing the duties of this job, the employee is regularly required to stand; walk; manual dexterity to handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and extreme heat.

The noise level in the work environment is moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.