

Pine Mountain Lake Job Description

Job Title: Golf Snack Shack Lead
Job Code: 62
Employee Name:
Department: Golf Shop
Location: Golf Shop
Reports To: Food & Beverage Director
FLSA Status: Non-exempt
Prepared Date: 01/11/2024 hp

SUMMARY

The Golf Snack Shack Lead is the supervisor for the snack shack at the golf course. Oversees day-to-day operations such as inventory, schedules, and training. Operates in a professional manner with patrons, guests, and staff. Must be knowledgeable in cash handling as well as food safety. Due to alcohol sales, must be at least 21 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates the Snack Shack, and the Beverage Cart
- Prepares food to sell to golf course patrons - sandwiches, hot dogs, etc.
- Ensures compliance with health code regulations in preparation and storage of food
- Serves alcohol in accordance to state and federal laws.
- Issues and standardizes procedures to improve efficiency of facility.
- Takes Monthly Inventory
- Ensure accuracy and consistency between product orders and deliveries.
- Receive and cost and code invoices.
- Supervises 2 to 4 employees including training, scheduling, and time off requests.
- Coordinates with Management and Pro Shop about tournaments, holidays, events, etc.
- Regular, punctual attendance required.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and then training employees. Appraising performance, rewarding, and disciplining employees, addressing complaints, and resolving problems. Maintain sanitary standards in all food prep practices and storage areas, and ensure others follow those standards. Responsible for doing the monthly inventory and weekly ordering to maintain proper amount of product.

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

High school diploma or equivalent, plus one-year minimum supervisory experience 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 write routine reports. Ability to speak effectively groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, make correct change, and balance bank bag and register. Ability to apply concepts of bookkeeping principles.

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

ServSafe Food Handler certification and RBS (Responsible Beverage Service) upon hire.

OTHER SKILLS AND ABILITIES

Ability to operate specific kitchen equipment and tools.

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; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; to stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 regularly works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually 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.