



Lummi Golf Venture

4342 Loomis Trail Rd., Blaine, WA 98230

Phone: (360) 332-1725

JOB DESCRIPTION

JOB TITLE: Snack Bar Attendant

EMEMPT: No

SALARY: DOE

SHIFT: All

LOCATION: Grill and/or Kitchen

STATUS: Seasonal / Full Time

JOB CODE:

ORGANIZATION: Lummi Golf Venture

DEPARTMENT: Food & Beverage

SUPERVISOR: Head Golf Pro

VACANCY: Multiple

JOB SUMMARY:

- Assists in the overall function of and is responsible for the day to day operations of the food and beverage department at Loomis Trail Golf Course.
- Prepare all items such as soup, sauce, roasts, and vegetables for the menu. Coordinates, supervises, and participates with all kitchen employees during the course of the shift.
- Ensures the highest standards of quality and service are consistently met.

ESSENTIAL JOB FUNCTIONS:

- Responsible for ensuring that the daily operations of the Food and Beverage Department are efficiently run and that the highest degree of customer satisfaction is maintained.
- Responsible and held accountable for monitoring of alcohol consumption by guests and administering cutoffs as needed for the entire floor on a given shift.
- Monitors and adjusts the schedules to appropriate staffing levels.
- Ensures that guest service is at a consistently high level.
- Ensures that cost of service is at a level which is beneficial to the Lummi Golf Venture.
- Responsible for monthly beverage inventory, weekly ordering of beverages, beverage supplies and food supplies.
- Maintains an inventory of all supplies and products to including ordering when necessary.
- Handles guest requests or complaints, following up as needed.
- Ensures compliance with all state, federal, and property guidelines pertaining to cleanliness and sanitizing standards.
- Ensures each order sent out is uniform and consistent.
- Controls food production to include: proper cooking methods, cooking time and temperature and ensuring sanitation, handling and storage of prepared food and leftovers.
- Maintains sanitation and food preparation techniques.
- Follows all recipes in a timely manner and maintains quality of items produced.
- Responsible for ensuring fast servicing of all menu items to the servers.
- Operates and maintains all kitchen equipment.
- Accurately operates a cash register.
- Must be willing and able to work non-traditional schedules, including nights, weekends, and holidays.
- Overtime may be requested.
- Full understanding of and adherence to applicable policies, procedures, and state/federal regulations.
- Other duties as assigned.

QUALIFICATIONS:

- Must be at least 21 years of age.
- High school diploma or GED required.
- Some college background preferred.
- One (1) year of experience with all phases and operations of the kitchen preferred.
- Demonstrated ability to apply knowledge of kitchen sanitation, operation, and maintenance of kitchen equipment.
- Basic application of food preparation techniques.
- Must have basic knowledge of computer functions and customer service requirements.
- Must have thorough knowledge of menu prices and composition of food and beverage menu items, daily specials and proper plating procedures.
- Must have basic math skills for recipe conversions and measurements..
- Displays positive acceptance of demanding scheduling needs.
- Works cooperatively and fosters teamwork by helping co-workers with essential functions.
- Must be willing and able to adhere to Appearance Standards of the Lummi Golf Venture.
- Must possess food handlers' permit on or before first day of employment and maintain throughout employment.
- Must be willing to sign confidentiality/non-disclosure agreements.
- Must have reliable transportation to work.
- Must be able to successfully pass pre-employment background check.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

- Able to lift and carry up to 100 pounds safely.
- Able to push and pull up to 300 pounds safely.
- Must possess coordination / dexterity to use kitchen utensils, such as knives, spatulas, food tongs, etc.
- Must be able to operate the following kitchen equipment: stoves, grills, fryers and other utensils when preparing food orders.
- Respond to visual and aural cues.
- Must be able to convey information clearly to others.
- Must be able to follow verbal and written instructions.
- Must be able to evaluate and select among alternative courses of action quickly and accurately.
- Must maintain composure and objectivity under pressure.
- Must be able to work in a fast-paced, multi-task environment and make quick decisions simultaneously as required.
- Must be able to perform all physical requirements of the position.
- Must be able to tolerate areas containing secondary smoke, bright lights, high temperatures, and noise.
- Must be able to spend extended periods of time walking, standing and/or bending.
- Must be able to tolerate a confined work area.

Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of this position change.

I understand that this is an Indian Preference job subject to Tribal and Lummi Commercial Policies. I understand that this position, as are all positions with the Lummi Commercial Company, LIBC, LNSO and all other Tribal Enterprises, is subject to yearly random drug and alcohol screening/ testing and testing following any on the job injury and/or when a supervisor reasonably believes an employee is unfit for duty. I also understand that if I refuse to test or test positive I will be subject to Section 606 of the LCC Alcohol and Drug Free Workplace policy, including possible termination from employment.

I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve as the basis for performance evaluations in the future.

Employee Name:

Employee Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date: