

# SHAWNEE COUNTY, KANSAS

## Position Description Intermittent Cafe Attendant (Golf - Inside Services)

**POSITION CONTROL NUMBER: PRX625**

**FLSA STATUS: N**

### POSITION DESCRIPTION

Under general supervision, the Cafe Attendant is a member of the food and beverage team in the golf clubhouse. This individual greets customers, takes orders, makes or retrieves items and serves food and beverages in a friendly, courteous and professional manner. Performs other duties as assigned. This position is supervised by the Clubhouse Manager or Head Golf Professional.

### WORK PERFORMED.

**90% General Duties.** Serves food and beverages to customers from the Cafe counter. Administers point-of-sale transactions. Manages all payments and cash. Balances cash drawer at end of the shift. Ensures the collection and recording receipt of appropriate payments (cash, credit card transactions) in accordance with County procedures. Stocks all necessary items in the cafe. Maintains and ensures cleanliness of cafe area. Keeps all product organized and stocked. Completes assigned side-work and prep-work. Performs line cook duties including cooking all orders. Performs light bartending duties of draft beer. Conducts food preparation for golf tournaments as needed. Complies with safety procedures and policies while performing job duties. Complies with all food safety practices and policies.

**45% Customer Service.** Meets and greets all guests in a friendly, courteous, and professional manner. Provides excellent customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals. Ensures customers are provided excellent service. Maintains good personal hygiene and wears proper attire as established by management.

**5% Performs other duties as assigned or required by management.**

### KNOWLEDGE, ABILITIES AND SKILLS

#### Knowledge of:

- Food Preparation in a commercial setting.
- Food Handling and Food Safety practices.

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- Functions of the Shawnee County Parks + Recreation Golf Division
- Federal, State and County laws, resolution, rules and regulations.

**Ability to:**

- Establish and maintain effective working relationships with other employees and the public.
- Communicate effectively, both orally and in writing, using the English language.
- Provide excellent customer service.
- Follow oral and written instruction.
- Operate various food service equipment.
- Operate point-of-sale and office equipment.
- Make simple arithmetical calculations.
- Use computer software programs.

**Skill in:**

- Strong verbal communication skills with customers.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting		X			Driving	X			
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing	X				Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.		X			Around Moving Machinery		X		
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-30 lbs.		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces		X		
<b>VOICE</b>					Climbing	X				Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting-30 lbs.		X			Temperature and Humidity		X		

**EQUIPMENT USED**

Personal Computer	Microwave	Cleaning supplies & equipment
Tablet Computer	Stove Cooktop	
Point-of-Sale System	Café food service and preparation equipment	
Hand cart/Dolly		

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**MINIMUM QUALIFICATIONS**

- Eighteen (18) years of age.

**SPECIAL REQUIREMENTS**

- May be required to work weekends and some holidays.
- Required to frequently lift/move up to 30lbs.
- Required to pass a background check and pre-employment drug screening.
- NOTE: Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management’s discretion. Intermittent positions are not eligible for benefits.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 12/23  
Revision History: 02/24