



POSITION DESCRIPTION

<u>TITLE:</u>	Indian Bluff Seasonal Concession Attendant
<u>DEPARTMENT:</u>	Indian Bluff Golf Course
<u>SUPERVISOR:</u>	Club House Manager
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

BASIC FUNCTION:

To assist Indian Bluff Golf Course customers by serving customers quality food, snacks, and beverages in accordance with State of Illinois, Rock Island County, and Indian Bluff Golf Course standards at the District's golf course clubhouse and concession areas. To assist Clubhouse Attendant as needed in basic clubhouse duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Serve customers food, alcoholic and non-alcoholic beverages.
- Follow the District's alcohol serving procedures and laws of the State of Illinois and Rock Island County.
- Acquire State of Illinois Food Handler's License as required.
- Maintain proper stock levels of products served.
- Maintain cleanliness of the concession stands both outside and inside the clubhouse.
- Maintain the cash drawer for your scheduled shift.
- Close out the cash drawer at the end of the shift.
- Maintain cleanliness of the food eating areas in and around the clubhouse.
- Maintain organization of concession areas.
- Clean restrooms on the golf course and clubhouse.
- Clean windows around the clubhouse.

- Vacuum, sweep and mop floors.
- Help re-stock concession product at the Clubhouse and outside concession stand, including pop machines.
- Assist customers as needed.
- Answer incoming calls and provide assistance as necessary to questions about the golf course and schedule tee times in accordance to Indian Bluff Golf Course policy.
- Shall assist in emergencies.

POSITION REQUIREMENTS AND SPECIFICATIONS:

Education, Experience, & License Requirements:

- High school diploma or education equivalent preferred.
- Must be at least 18 years of age.
- Possession of a valid driver's license.
- No direct experience is required, but knowledge and prior experience of the FORE! Reservations golf course point of sale system is preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have ability to operate Point of Sale systems.
- Must be able to work and follow procedures without direct supervision.
- Ability to lift 25 pounds, occasionally.
- Ability to walk or stand for prolonged periods of time.
- Ability to work outside, possibly in inclement weather.
- Sufficient verbal communications skills required to effectively communicate with public and District staff.
- Ability to use effective reasoning and deductive skills.
- Willingness to work as part of a team in a busy environment, ability to handle several duties at one time.

- Ability to take direction, work irregular shifts including evenings, early mornings, weekends, holidays.
- Ability to learn and willingness to adhere to Rock Island County Forest Preserve District standards and codes, practices, policies and procedures.
- Must be willing to irregular hours, nights, weekends, and holidays and willing to be on call to respond to emergency incidents as needed.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.