

**ARLINGTON HEIGHTS PARK DISTRICT****JOB DESCRIPTION: SNACK BAR/ BEVERAGE CART ATTENDANT****DEPARTMENT:** Recreation and Facilities**FLSA CLASSIFICATION:** Part-time, Non-exempt**POSITION FOCUS**

Manages the daily operations and sales of the snack bar and beverage cart at Arlington Lakes Golf Course, ensuring a clean, well-maintained, and welcoming environment for all guests.

SUPERVISORY RELATIONSHIPS

- Accountable jointly to the General Manager of Golf Operations and Assistant Golf Club and Banquet Manager

ESSENTIAL JOB DUTIES

- Sets up Beverage Cart with appropriate number and type of beverages according to inventory list set by Arlington Lakes Golf Club
- Replenishes Beverage Cart snack items, such as pretzels, chips, etc.
- Performs checks on products used in cart to see if dates of expiry are valid
- Takes drink and food orders from golf course players and collects money for items served
- Prepares and serves food and beverage products as necessary in the Snack Bar
- Re-stocks food, beverages, and other necessary supplies, as needed
- Mixes a variety of items to prepare correct drink recipes and pours wine, beer, pop, and other non-mixed beverages
- Provides adequate display of garnishes and condiments on "self-serve" basis
- Maintains knowledge of beverage pricing and provide guests with checks and processes on an immediate basis
- Restocks beverage cart with ice, beverages, snacks, etc.
- Keeps beverage cart fueled and cleaned at the end of each shift
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential
- Follows health code standards with regards to the handling of food
- Ensures that all front of the house operation procedures, including food and beverage handling, storage, and hygiene meet safety standards and regulations
- Maintains a clean and hygienic work environment at all times

MARGINAL JOB DUTIES

- Assists with banquet duties, as needed
- Assists other clubhouse staff, as needed
- Orders, receives and stocks bar products, and maintains accurate records of products and bar sales

REQUIRED KNOWLEDGE

- Good understanding of bar operations
- Strong knowledge of drink recipes and bartending
- Good understanding of state and local liquor laws
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to maintain cash controls
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with other employees and the general

public

- Ability to work with general direction from immediate supervisor
- Capacity to work and maintain composure in periods of high activity and in emergency situations
- Capacity to follow through on tasks to completion
- Ability to work in a team atmosphere, promoting positive work relationships with supervisors and co-workers
- Ability to demonstrate leadership qualities to perform required work
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing
- Ability to read and understand printed materials
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor

EDUCATION, EXPERIENCE AND TRAINING

- High school graduate or G.E.D.
- Minimum age of 19 is required
- Preferably one to two years' experience as a bartender
- Or, any equivalent combination of education, experience and training
- BASSETT certification required within 30 days of employment; BASSETT Certification preferred

HOURS

- Sunday through Saturday, with varied hours based on the facility's banquet bookings during the off-season, and Monday through Friday from 5 to 10 pm and weekends as needed during the peak season, with work hours designated by the Director of Recreation and Facilities
- Overtime, night, weekend and holiday work hours, as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing for sustained periods of time while completing work
- Repetitive hand/arm movements such as when mixing drinks or stocking the bar
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in bar-related products, storage boxes and other supplies
- General work area is outdoors with frequent exposure to natural and potentially extreme weather conditions while performing job duties
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Parking is provided in a parking lot adjacent to the building
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment are required as it pertains to the particular job duty:
 - CPR barrier such as mask or mouthpiece
 - Non-Latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 5/20/16

Revised 3/24/21, 1/21/26



Executive Director