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## **Job Description**

### **Food & Beverage Manager**

#### **Description:**

Under the supervision of the General Manager manages the day-to-day operation of the Snack Shack. Typically, is the lead front counter attendant and lead prep cook. Ensures all staff are trained and able to perform their duties. Maintains all food and beverage inventory for this operation by coordinating with the ProShop manager, particularly for special events or extraordinary weeks. Builds menu and sets prices to maintain customary markup standards and income margins on a per item basis. May work w/tournament chairs to create menu options for their events to provide a quality experience.

#### **Typical Tasks:**

Prepares food, serves customers, answers the phone and handles the till.  
Sets staff schedules and ensures time card accuracies.  
Routine cleaning and housekeeping of Snack Shack.  
Ensures proper food and alcohol handling procedures are established and followed by all staff and they have current proper permits or cards.  
Ensures proper handling of cash and tills including nightly drops  
Ensures adequate inventory for regular & special events and coordinates with PS as needed.  
Creates miscellaneous signs and flyers for specials.  
May perform other retail related jobs as directed by the General Manager or Golf Pro.

#### **Employment Standards:**

Must be a people person with great customer service skills fluent in English.  
Basic knowledgeable of windows operating system and till experience w/POS or cash register.  
Must have good verbal and written communication skills as a crew leader.  
Organizational skills are a must, self-motivated and able to problem solve while under pressure.  
Ability to bend, stoop, and lift up to 50 lbs.  
Ability to work flexible hours, position includes most evenings, weekend and holiday shifts.  
Requires a valid driver's license, food handlers' card, Alcohol Server Permit (Class 12) and first aid card.

#### **Classification:**

Temporary/Part-Time/Seasonal

#### **Salary:**

\$18.00-\$23.00/ Hr.