



CLASS SPECIFICATION FOR:

Assistant Snack Bar Supervisor – Belmont Golf Course

General Statement of Duties:

Assists with the day-to-day operations and supervision of the Belmont Golf Course Snack Bar; assists with the preparation, cooking and service of food for snack bar customers and large groups of people; operates the touch screen Point of Sale system; keeps multiple facility areas clean to include the cafeteria and kitchen areas; and does related work as required.

Distinguishing Features of Class:

An employee in this part-time job classification assists the Belmont Golf Course Snack Bar Supervisor with the day-to-day supervision and operations of the Belmont Golf Course Snack Bar. Duties include serving as a working assistant supervisor and performing additional food preparation and service duties as needed to support the snack bar operations and food prep/service for large groups of people. Performs various other duties as assigned to ensure the kitchen and cafeteria are clean and meet required health code standards. Responsibilities also include following cash control procedures and producing daily cash reports.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Assist with the supervision of staff and supervise staff during the Snack Bar Supervisor's absence;
- Assists with the cooking and service of food for large groups of people;
- Performs a variety of food preparation and service duties as needed to support the snack bar operations and large groups;
- Operates a variety of food preparation and cleaning equipment;
- Ensures the kitchen and cafeteria are clean and meet required health code standards
- Operates a touch screen Point of Sale system;
- Follows cash control procedures and produces daily cash reports;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Sound working knowledge of basic food preparation and service for large groups, snack bar and cafeteria settings; sound working knowledge of the operation and maintenance of commercial kitchens and food service areas and related equipment; sound working knowledge of food service cleaning methods, the use of cleaning supplies and appliances and sanitation requirements; basic mathematic skills with the ability to perform basic mathematical calculations and cash transactions; ability to read, write and understand written and oral directions; ability to interpret and adhere to strict guidelines; ability to review situations, identify and evaluate options, and make sound decisions; ability to operate a computer and touch screen Point of Sale system; ability to understand and adhere to strict cash-control procedures along with the ability to produce daily cash reports; basic supervisory skills with the ability to assume responsibility for staff and operations of Snack Bar in the absence of the Food Service Manager; good interpersonal skills with the ability to establish and maintain good working relationships with co-workers; good communication skills with the ability to provide clear and concise instructions to staff; physical ability sufficient to lift and maneuver large amount of food and food service equipment necessary to preparation and service of food up to and in excess of thirty (30) pounds; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the Golf Course and the County. Requires ability to work a flexible schedule at a facility open seven days a week.

Minimum Education and Experience:

Education: High school graduation or equivalent;

Experience: One (1) year of relevant food service experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- First aid, CPR, AED certifications required; training provided if needed.
- Required the ability to lift at least thirty (30) pounds as needed.
- Safe Serv certification preferred; training provided if needed.
- May require a valid driver's license and the ability to drive a golf cart/beverage cart.