



Job Description

Job Title: Certified Food Protection Manager
Reports To: Clubhouse Manager
FLSA Status: Seasonal Non-exempt (Hourly)
Starting Wage: \$11.00-\$14.00 (plus cash tips) commensurate with experience

PURPOSE: Manages day-to-day food and beverage (F&B) operation within the golf clubhouse(s); monitors/orders F&B inventory; schedules F&B cashier/food handlers; coordinates F&B needs with golf outings and playdays; sells and prepares food and drink; operates computerized cash register; performs all duties in a helpful and courteous manner. Employment is for a period of approximately 32 weeks, with limited hours before and after golf season (mid-April thru mid-October). A 40-hour work week is not guaranteed, depending on weather conditions and workload. Benefits include player privileges and golf car use. Enrollment in the Illinois Municipal Retirement Fund (IMRF) will be required for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Must hold, or acquire with 30 days of hire, a valid Illinois Food Protection Manager Certification
- Works approximately 40hrs. per week, which shall include concession counter coverage
- Some weekend shift coverage shall be required
- Facilitates and monitors Winnebago County Health Department food & safety compliance requirements
- Facilitates and monitors Illinois Liquor Commission compliance requirements
- Facilitates and monitors Illinois Gaming Commission compliance requirements
- Monitors appropriate food and beverage inventory levels
- Coordinates food and beverage needs for outings, playdays and tournaments
- Assists in the hiring, training and scheduling of food and beverage personnel
- Maintains a working knowledge and adheres to all risk management and safety programs and procedures
- Responsible for closing clubhouse
- Completes all other duties as assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

KNOWLEDGE REQUIRED FOR THE ROLE: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must always be courteous and diplomatic with the public. Ability to work effectively and safely. Must have a valid driver's license.

EDUCATION and/or EXPERIENCE: High School diploma (GED) is required. Must be at least 21 years old. Previous kitchen, restaurant, bar, or clubhouse experience desired.

MACHINES, TOOLS, AND EQUIPMENT: Commercial grade kitchen appliances, kitchen utensils, computerized cash register.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: Works in a kitchen/concession like environment. Environment may have: wet or slippery surfaces or floors, hot and cold liquids, hot cooktop surfaces, cold refrigerators and freezers, moderate food and beverage odors and moderate noise.

Apply online: <https://winnebagoforest.org/seasonal-employment-application/>
or in person at FPWC Headquarters, 5500 Northrock Drive, Rockford (8am-5pm M-F)

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