



## Job Description

**Job Title:** Seasonal – Food & Beverage Associate  
**Reports To:** Food & Beverage Coordinator  
**FLSA Status:** Seasonal/Hourly (Up to 32 weeks)  
**Starting Wage:** \$8.50 - \$9.50 (plus cash tips)

**PURPOSE** Promotes and maintains proper food handling and preparation procedures at District golf courses (prepping, cooking and/or storing food) following rules and regulations as set forth by the State of Illinois and the Winnebago County Health Department. Work hours may vary, and include weekdays, evenings, weekends and holidays. A forty-hour work week is not guaranteed, and is dependent upon weather conditions and workload.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Maintains excellence in the preparation, safety, cleanliness and service of food for guests.
- Conducts cash transactions according to the Food & Beverage standards, utilizing POS (Point of Service) software.
- Maintains and cleans all areas of the clubhouse, including restrooms.
- Performs cleaning duties such as sweeping, mopping and washing dishes. Keeps tables, counters and equipment clean and sanitary.
- Restocks supplies as necessary.
- Assists with setting up and breaking down banquet tables and chairs for events.
- Greets guests daily and communicates with them on a one-to-one basis in a friendly, professional and courteous manner.
- Maintains a level of professionalism at all times with other staff and guests.
- Communicates daily with supervisory staff regarding any inventory needs, supplies, concerns and questions.
- Maintains a working knowledge of and adheres to all risk management safety programs and procedures.
- Performs 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. The ability to obtain Food Handlers and Basset Certification (provided) within 30 days of hire is required. Must be at least 21 years old.

**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.

**EDUCATION and/or EXPERIENCE** A High School diploma or general education degree (GED) is required. Previous customer service, food and beverage service, and/or cash-handling experience desired.

**MACHINES, TOOLS, AND EQUIPMENT** Operate kitchen appliances, hand utensils, cash register, and POS system.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger or handle; reach with hands and arms; climb, stoop kneel, crouch, or crawl, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Must be able to hear, read and comprehend the English language.

**WORK ENVIRONMENT** Typical food and beverage operation with exposure to heat, kitchen appliances and cleaning/sanitizing solutions. Indoor environment with low noise levels and controlled climate.