

THE RESORT AT PORT LUDLOW

POSITION DESCRIPTION

FLSA:	Hourly – 20 to 30 hours per week
POSITION TITLE:	CAFÉ ATTENDANT
DIVISION/DEPARTMENT:	Pro Shop – Niblick’s Cafe
REPORTS TO (TITLE):	Cafe Manager
SUPERVISES:	None
STARTING PAY:	\$10.00 per hour + Tips
HIRE DATE :	Immediately

BASIC FUNCTION:

To provide members and guests with quality food and beverage products in a clean atmosphere with the best possible service.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

- High School Diploma or equivalent preferred.
- Minimum Age – 21 years
- Prefer one year of food preparation and service.
- Food Handler’s permit and Class 13 Mixology permit required within two weeks of hire date.
- Adhere to Washington state law with regards to the sale of alcoholic beverages.
- Excellent customer services and communications skills.
- Self-motivated and self – starter. Ability to work independently or as a team member.
- Must have a valid Washington driver’s license and reliable transportation.
- Must be able to work a variety of shifts, weekends and holidays.

ESSENTIAL FUNCTIONS:

1. Prepare food to order and in accordance with quality food standards and written recipes. Serve customers food and beverages as ordered.
2. Follow all safety procedures.
3. Provide prompt and courteous service to guests to ensure all guest experiences are distinctively supreme.
4. Set up restock, maintain, organize and clean food preparation and storage areas.
5. Monitor the quality and consistency of all food served from the deli.
6. Assist in directing and correcting the presentation and portioning of food according to standards.
7. Demonstrate knowledge in sanitation and sanitary food handling.
8. Follow daily sales opening and closing procedures, demonstrate accurate money handling and ensure all sales are accounted for as required.
9. Attend all mandatory meetings
10. Uphold the company's Mission/Vision/Values.

ENVIRONMENT:

Work is performed on concrete, tile, linoleum, rubber mats, carpet and stairs. Floors can be wet at times. Rubber soled shoes are required.

ACCOUNTABILITY:

Responsible for preparation of all menu items according to specification and direction from the Executive Chef.
Responsible for accurate accounting of product sales and payment transactions.

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE