



Forest Preserve District of DuPage County JOB DESCRIPTION

Job Title: Seasonal Golf Bar & Grill Attendant Ent

Job Code: 005N

Business Unit: Business Enterprises

FLSA Status: Non-Exempt

Manager Title: Clubhouse Business Manager

Last Date Reviewed: September 24, 2018

Job Purpose

This position focuses on the dining patron at the District's clubhouse by performing a variety of customer service tasks directed toward the sales of food and beverages, ensuring a positive, healthy and safe experience for the public.

Essential Duties and Responsibilities

The District operates multiple locations, Maple Meadows in Wood Dale and The Preserve at Oak Meadows in Addison. Depending on business needs, work may involve assignments or responsibilities at other golf courses or facilities within the District.

- Prepare and serve alcoholic and non-alcoholic beverages and food items such as hot dogs, sandwiches, snacks, etc. Provide bar and table service to dining patrons simultaneously
- Work in conjunction with Kitchen Attendant to serve food from Golfer's Grill
- Check guest(s) for proper identification when serving alcohol by adhering to BASSET standards that also include state and local liquor ordinances
- Tabulate and charge customers for orders and accept payments via cash and credit transactions; document and reconcile inventory.
- Maintain a clean workspace that meets DuPage Golf and DuPage County Health Department standards. Wash and sanitize dishes and glassware. Maintain appearance of dining room by cleaning service wares, table tops, and counters
- Perform set up and various duties for events. Review stock items and replenish supplies
- Set up mixed gas tanks for the purpose of dispensing soft drinks and beer. Change soda syrup boxes and beer kegs.
- Set up bar including cutting fruit and stocking condiments. Take down bar by putting all food items in proper storage
- Perform other duties as required

Education and Experience Required

Additional Information: Must be 21 years of age or older at time of hire.

Hours: April 1, - November 1, 2020; 25-30 hours/week during golf season. Actual schedule of work is on an as-needed basis. Scheduled days and hours may vary and pause from time to time, or recur at regular intervals based on events and business operation needs. Scheduled days may include weekend and holidays, based on customer traffic and business needs.

Related Experience: One(1) year experience as a bartender in a bar, restaurant, or hospitality industry at a high-volume establishment; or equivalent combination of training and experience.

Special training or other license, certification, etc.: Possession of the Beverage Alcohol Sellers and Servers Education and Training (BASSET) Program certification within 30 days of employment; ability to obtain the Illinois Food Handler Training and Certification within 30 days of employment; CPR/1st Aid – will train if necessary; must have a valid Driver's License.

Skills In: Dealing effectively with the public; communicating effectively, verbally and in writing; interpreting rules and regulations; and keeping neat and accurate records.

Onboarding/Training Requirements: Criminal Background Check
Driver's License Check
CPR/1st Aid Training

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

| Activity | None | Under 30% | 30% to 60% | Over 60% |
|-------------------------------------|------|-----------|------------|----------|
| Stand | | | | X |
| Walk | | | | X |
| Sit | | | X | |
| Use hands to finger, handle or feel | | | X | |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | | X | | |

Check the highest work level required to perform related to lifting or pulling/pushing

| | Sedentary | | Light | | Medium | | Heavy | | Very Heavy | |
|-----------|-----------|--|---------|----------|---------|----------|----------|--|---------------|--|
| Maximums | 10 lbs. | | 20 lbs. | | 50 lbs. | X | 100 lbs. | | Over 100 lbs. | |
| Frequency | Small | | 10 lbs. | X | 25 lbs. | | 50 lbs. | | Over 50 lbs. | |

Describe below the specific duties that require the physical demands checked above.

| | |
|-----------|---|
| | Work is primarily sedentary in nature. |
| X | Other (describe) |
| Describe: | Ability to bend and lift or move items weighing up to 50 lbs. Ability to walk up and down stairs with items weighing 25 pounds. Event set-up and clean-up require moving large tables and stacks of chairs. Events may occur outdoors in all types of weather conditions. |

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

| | |
|-----------|---|
| | Not Applicable |
| X | Other (describe) |
| Describe: | Slip resistant footwear for bar and kitchen areas. Hair pulled back/tucked when serving food and beverages. |

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.