



Forest Preserve District of DuPage County JOB DESCRIPTION

Job Title: Seasonal Golf Kitchen Attendant Ent

Job Code: 005R

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 preparation and cooking of food with a limited menu for the dining patron(s) at the Maple Meadow's clubhouse.

Essential Duties and Responsibilities

- Prepare food order and ensure guest satisfaction while maintaining state and local food safety and sanitation procedures
- Perform food preparation to ensure the proper quantity is on hand to prepare daily meals and sandwiches
- Work in conjunction with the Event Attendant(s) in coordinating food service for events
- Ensure conformance with state and local laws and regulations pertaining to the sale, preparation, cooking and storage of food.
- Execute all meal functions in a timely manner
- Perform kitchen operations ensuring proper use and cleaning of equipment. Keep kitchen areas clean and sanitized by sweeping and mopping floors, cleaning and sanitizing of counter-tops and emptying trash
- Load and unload dishwashing machine, place dishes, glassware, silverware, pots/pans in pre-designated spaces according to sanitation and cleaning procedures
- Ensure the food equipment is kept clean and in good working order. Report repairs to supervisor
- Perform other duties as required

Education and Experience Required

Additional Information: Must be 18 years of age or older at time of hire.

Hours: April 1 – November 1, 2021; Available 25-30 hours per week during the 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: Six (6) months experience as a cook in food service environment.

Special training or other license, certification, etc.: Ability to obtain the Illinois Food Handler Training and Certification within 30 days of employment; 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
National Sex Offender Registry Check

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 50 lbs. or more. 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 indoors and outdoors in all types of weather conditions in a golf facility setting.

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 working with food and/or beverages.

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