

**Tuscaloosa County Park and Recreation Authority  
Job Description**

**Job Title:** Food & Beverage Snack Shop and Beverage Cart Staff- Part Time  
**Department:** Golf Course  
**Reports To:** Food & Beverage Manager  
**FLSA Status:** Non-Exempt  
**Job Level:** Level 1 – Food and Beverage Shop Attendant - \$7.25/Hour (Minimum) to \$8.70/Hour (Maximum)  
**Prepared By:** Cindy Martin  
**Prepared Date:** March 26, 2001  
**Approved By:** Don Kelly, Director  
**Approved Date:** March 27, 2001

**SUMMARY**

Provides upscale customer services by selling refreshments and food in the snack shop or on beverage cart at Ol' Colony golf complex. Maintains cash drawer, as well as snack shop and beverage cart cleanliness and a friendly attitude by performing the following duties.

**ESSENTIAL FUNCTIONS**

Sell refreshments and food in snack shop or on beverage cart.

Responsible for individual cash drawer from sales in snack shop and on beverage cart including balancing cash receipts at the end of the shift and making change for cash sales.

Load and unload beverage cart being able to lift and carry objects safely to store in proper place.

Drive beverage cart adhering to safety standards as required.

Inspect snack shop, beverage cart, kitchen and bathrooms daily to ensure a clean and orderly condition. Perform routine maintenance procedures as needed including but not limited to, washing dishes, sweeping, mopping of all floors.

Take customer orders and prepare and handle food.

Restock coolers daily and maintain inventory on a regular basis.

Maintain neat and orderly professional appearance.

Interact with customers in a professional, courteous manner.

Available to work a flexible schedule, upon notice, including evenings, weekends and holidays as required.

Adhere to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) preferred; or six months year related experience and/or training; or equivalent combination of education and experience. Age Requirement to sell, serve or dispense beer or liquor - 21 years of age or older for beer and liquor.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to count and make change.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess or have the ability to possess a valid Alabama Driver License. Current certifications in First Aide and CPR is preferred but not mandatory.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 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**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person, shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity.

**P.A.R.A. is proud to be a "Drug Free Work Place".**

All Employees are subject to random drug screens.