Job Description

Job Title: Seasonal/Summer - Food & Beverage Associate
Reports To: Certified Food Protection Manager
Location: Atwood Homestead, Macktown, Ledges Golf Courses
FLSA Status: Seasonal/Nonexempt (Hourly) (Up to 32 weeks)
Starting Wage: $15/hour (plus tips), commensurate with experience
Amenities include free golf, cart rental, camping, and shelter rental

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. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Maintains excellence in the preparation, safety, cleanliness and service of food for guests.
- Provides excellent on-course food and beverage service to our golfers.
- Restocks supplies as necessary and maintains appropriate levels of inventory on the beverage cart at all times (if applicable).
- Conducts cash and credit card transactions utilizing our point of sale system according to the Food & Beverage standards.
- Completes end-of-shift transactions utilizing the clubhouse point of sale system.
- Performs cleaning duties such as sweeping, mopping and washing dishes. Keeps tables, counters and equipment clean and sanitary, including restrooms.
- 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.
- Maintains regular attendance and punctuality.
- Performs all other duties as assigned.

QUALIFICATIONS. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. The ability to obtain Food Handlers and Basset Certification (provided) within 30 days of hire is required. Must be at least 21 years old. Must have a valid Driver's License if performing beverage cart duties.

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, drive golf cart (if applicable).

PHYSICAL DEMANDS. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While preforming 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 and outdoor environment (if applicable) with low noise levels and controlled climate.

Please apply HERE https://www.winnebagoforest.org/seasonal-application

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IS AN EQUAL OPPORTUNITY EMPLOYER