



## Job Description

<b>Job Title:</b>	Certified Food Protection Manager
<b>Reports To:</b>	Clubhouse Manager
<b>Location:</b>	Atwood Homestead, Macktown and Ledges Golf Courses
<b>FLSA Status:</b>	Seasonal Non-exempt (Hourly)
<b>Wage Range:</b>	\$16.00 + (plus tips), commensurate with experience Amenities include free golf, cart rental, shelter rental, camping

**PURPOSE.** Manages day-to-day food and beverage (F&B) operation within the golf clubhouse(s); monitors/orders F&B inventory; schedules F&B cashier/food handlers; coordinates F&B needs with golf outings and play days; sells and prepares food and drink; operates computerized cash register; performs all duties in a helpful and courteous manner. Employment is approximately 40 hours per week for approximately 32 weeks, with limited hours before and after golf season (mid-April through mid-October). Some weekend shift coverage is required. A 40-hour work week is not guaranteed, depending on weather conditions and workload. Enrollment in the Illinois Municipal Retirement Fund (IMRF) will be required for this position.

**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:

- Facilitates and monitors Winnebago County Health Department food & safety compliance requirements
- Facilitates and monitors Illinois Liquor Commission compliance requirements
- Facilitates and monitors Illinois Gaming Commission compliance requirements
- Monitors appropriate food and beverage inventory levels
- Coordinates food and beverage needs for outings, play days, and tournaments
- Assists in the hiring, training, and scheduling of food and beverage personnel
- Maintains a working knowledge and adheres to all risk management and safety programs and procedures
- Responsible for closing clubhouse
- Maintains regular attendance and punctuality
- Completes all other duties as assigned

**QUALIFICATIONS.** The requirements listed represent the required knowledge, skill, and/or ability. Must be at least 21 years old and have a valid driver's license. Must hold or acquire within 30 days of hire a valid Illinois Food Protection Manager Certification.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Must be able to interpret various instructions furnished in written, oral, diagram, or schedule form. You must always be courteous and diplomatic with the public and able to work effectively and safely.

**EDUCATION and/or EXPERIENCE.** High School diploma or GED is required. Previous kitchen, restaurant, bar, or clubhouse experience desired.

**MACHINES, TOOLS, AND EQUIPMENT.** Commercial grade kitchen appliances, kitchen utensils, computerized cash register.

**PHYSICAL DEMANDS.** Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger or handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT.** Works in a kitchen/concession-like environment. The environment may include wet or slippery surfaces or floors, hot and cold liquids, hot cooktop surfaces, cold refrigerators and freezers, moderate food and beverage odors, and moderate noise.

**APPLY ON-LINE:** <https://www.winnebagoforest.org/seasonal-application>

THE FOREST PRESERVES OF WINNEBAGO COUNTY  
IS AN EQUAL OPPORTUNITY EMPLOYER