

Southern End Community Association (SECA) Snack Bar/Front Desk Attendant

Summary/Objective:

The Snack Bar/Front Desk Attendant will perform a variety of duties within the Southern End Community Association (SECA) Pool which include checking pool members and guest in, cleaning the food and desk areas, maintaining inventory, and performing all other responsibilities as directed by Supervisor. This is a seasonal part-time or full-time position, and expected to work 20-40 hours per week, Sunday through Saturday with additional private party hours as assigned. Work is performed under the general supervision of the Pool Supervisor.

Essential Job Functions:

Front desk

- Check in and verify membership of entering pool patrons
- Collect guest fees and other transactions
- Provide members with information on club activities and events
- Receive comments/complaints and relay to management
- Total earnings from the day and report to the Manager on duty
- Perform jobs on daily list of duties for opening and closing
- Maintain a clean and organized desk and floor area

Snack Bar

- Take food and drink orders from patrons and collect appropriate cash
- Prepare hot food using microwave
- Keep refrigerators, freezers, microwave, and sink area clean and orderly
- Maintain a clean and organized counter and floor area
- Recognize and remove bad/expired inventory
- Take a daily/weekly inventory of supplies
- Total earnings from the day and report to the Manager on duty
- Perform jobs on daily list of duties for opening and closing
- Alert Manager when supplies are low or inadequate
- Perform periodic safety and cleanliness checks

Minimum Qualifications:

- Must be 15 years of age and acquire a work permit from school (if 15 or younger)
- Ability to handle money, calculate total charges for goods and determine the correct change as needed
- Must have reliable, steady transportation to and from work
- Pass all required background checks

Knowledge, Skills, and Abilities:

- Must display a positive attitude, eagerness to learn, and work well with other employees
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant policies and procedures.

- Strong interpersonal/communication skills to assist members and public in a professional and courteous manner
- Be able to work flexible hours including days, evenings, weekends, and holidays
- Participate in weekly employee meetings
- Performs other job duties as assigned

SIGNATURES:

Supervisor's signature below confirms requirements, essential functions, and duties were explained to employee.

Supervisor: _____ Date: _____

Employee signature below constitutes employees understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____