

Job Description

Position: Snack Bar Attendant
Reports To: Snack Bar Manager
Prepared By: Crystal Koontz
Status: Part-time
Prepared Date: October 14, 2014

Position Summary: This position is responsible for maintaining the SnackBar and dining room, and occasionally acting as a point of contact for the entire organization. The SnackBar attendant must have an understanding of food service, basic cleaning and cash handling.

Responsibilities:

- Use of cash register regularly.
- Provide a clean and attractive environment encompassing a variety of janitorial duties.
- Removal of all trash from property.
- Responsible use of all cleaning equipment.
- Inspects and evaluates physical condition of area.
- Routinely inventories supplies and equipment.
- Makes quick, accurate observations, and exercises sound judgment. Must be willing and able to take decisive action in a variety of circumstances, including emergency situations.
- Positively interacts with all departments, vendors, clients, and guests of the facility to successfully accomplish facility objectives.
- Appropriately safeguards company property, access and assets.
- Other duties as assigned.

Knowledge, Skill and Ability:

- Displays self-motivation.
- Demonstrates sound organizational, coordinating, and personal interface skills.
- Demonstrates excellent written and verbal communication skills.
- Proven job reliability, diligence, dedication, and attention to detail.
- Must be flexible with working nights, weekends, and holidays.
- A strong understanding for the importance of job execution is necessary along with taking responsibility for decision-making.

LANGUAGE SKILLS

Must possess the following:

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Have the 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.

REASONING ABILITY

Must possess ability to solve practical problems and deal with variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 reach with hands and arms and talk or hear. The employee frequently is required to stand; walk; use hands to feel or handle; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 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 duties.

While performing the duties of this job, the employee may be exposed to high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Employee Signature _____

Print Name _____

Date _____