



SEASONAL JOB OPPORTUNITY

Snack Bar Attendant I

Current Starting Pay Rate: \$8.36 per hour

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is accepting applications for a seasonal Snack Bar Attendant I. This is food service work in preparing and serving food in a golf snack bar. Work primarily involves responsibility for serving food and beverages, operating a cash register and cash drawer and cleaning of equipment, food preparation and eating areas. Hours would be 12 – 30 hours per week Monday through Sunday until the end of 2018 season. **Must be at least 19 years of age in order to serve alcoholic beverages.**

Minimum Qualifications

Please review the Minimum Qualifications section found on the attached job description.

How to Apply

Application forms may be printed at www.hudson.oh.us or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, Ohio, Monday through Friday between 8:00 a.m. and 4:00 p.m or Ellsworth Meadows Golf Course, 1101 Barlow Road, Hudson, OH. Submit completed application by email to HumanResources@hudson.oh.us or by mail to: City of Hudson/Human Resources, Attn: Snack Bar Attendant I – Seasonal Golf, 115 Executive Parkway, Suite 400, Hudson, Ohio 44236. **Position open until filled.**

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 03/07/18

City of Hudson, Ohio
SNACK BAR ATTENDANT I

FLSA Status: N

Class Code: Non-Bargaining

Updated: 03/21/2016

CLASS SUMMARY

This is food service work in preparing and serving of food in a golf snack bar or parks concession stand. Work primarily involves responsibility for serving food and beverages, operating a cash register and cash drawer, and cleaning of equipment, food preparation and eating areas. Work also involves assisting in the cooking and preparation of food. Employees in this classification work on a part-time or seasonal basis, and work under supervision until all phases of the work are learned. Work is reviewed by a superior through observation, with advice and assistance available for unusual or difficult situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Assists in cooking and preparing food items; serves food and beverages; cleans utensils, appliances, equipment, and food preparation and eating areas.

Operates a cash register and cash drawer, calculates food and beverage costs, receives payments, gives change, counts and balances cash receipts.

Receives and stores food items, materials and supplies.

At the golf course, assists with catering of special events and meetings.

Greets customers; answers the telephone, directs calls, takes messages, and, at the golf course, books tee times.

Must establish and maintain effective working relationships with superiors, fellow employees and residents.

Must follow and comply with City rules and policies.

Must have regular, reliable, and punctual attendance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics 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.)*

Work is performed primarily in an indoor environment or covered/enclosed environment. Work frequently requires, sitting, standing for prolonged periods, walking, stooping, bending and kneeling. Also, work frequently requires lifting and carrying objects weighing up to 50 pounds,

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reaching with hands and arms in front of body and overhead, and using hands and fingers to operate food service equipment and office. Work frequently exposes employee to hot surfaces, sharp cutting instruments, and to potential chemical hazards.

MINIMUM QUALIFICATIONS

Work requires some experience in commercial or institutional food preparation. Work experience should include the following knowledge, abilities, and skills:

- Some knowledge of the principles, practices and methods of preparing and serving foods.
- Some knowledge of health, sanitary and safety practices involved in food preparation.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Skill in the preparation and serving of food and beverages.
- Skill in the operation of a cash register, and in making rapid calculations.

Must be legal age to sell and serve alcoholic beverages.

Must establish and maintain effective working relationships with superiors, other employees, customers and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

None required.