**Job Title: Snack Bar Attendant Department: Food &Beverage**

**Reports to: Food and Beverage Manager Effective Date: April 1, 2025**

**Job Summary:**

*A GIGCC Snack Bar Attendant is responsible for providing prompt, friendly and efficient service to members and guests at the Club’s Snack Bar. This role includes preparing and serving food and beverages, handling transactions, maintaining cleanliness and ensuring a positive experience for all patrons. They also will promote a sense of camaraderie as teamwork and gracious hospitality are hallmarks of our club.*

**Key Responsibilities:**

* Greet members and guests warmly, providing friendly & attentive service.
* Take food and drink orders accurately and efficiently, ensuring member satisfaction.
* Prepare and serve beverages, including beer, wine and mixed drinks, following club policies and liquor regulations.
* Operate the point-of-sale system (POS) for order entry and payment processing.
* Handle cash, credit card and club transactions accurately.
* Reconcile cash and member chits at the end of each shift.
* Keep the Snackbar area, kitchen and dining spaces clean and organized at all times.
* Restock supplies, including beverages, snacks condiments and utensils.
* Follow all health, safety and sanitation regulations, including proper food handling procedures.
* Assist in opening and closing duties, such as restocking and cleaning of equipment.
* Build positive relationships with members by providing courteous and efficient service.
* Address any guest concerns or special requests in a professional manner.
* Maintain knowledge of club events, specials and promotions to inform members accordingly.

**Required Skills, Abilities and Experience:**

* Must be at least 17 years of age and complete required State of Michigan alcohol service training course.
* Prior experience in food service.
* Strong customer service and communication skills.
* Ability to work efficiently in a fast-paced environment.
* Basic knowledge of food safety and handling procedures.
* Must be able to lift, push, pull and carry up to 30 pounds and stand for long periods.
* Strong attention to detail and commitment to cleanliness.
* Ability to work independently and as part of a team.
* Good time management skills.
* Flexible schedule, including mornings, evenings, weekends and holidays as needed.
* Work is performed indoors and outdoors depending on Club needs.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned to them by their manager or supervisor.