



Human Resources Department

Forms And Documents

HRP-03 Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 161 N. Section Street, Monday - Friday, from 8:00 a.m. to 5:00 p.m. or online at www.cofairhope.com. Applications and resumes can be mailed to City of Fairhope, ATTN: HR, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered.

Position Information

Job Title: Snack Bar Attendant Department: Recreation/Golf

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Standard Scheduled Hours: Varies Days to be Worked: Varies - weekends and holidays

Starting Pay Rate: \$7.73 - \$10.04 Pay Grade 10

Position Description:

The purpose of the Quail Creek Snack Bar Attendant position is to serve, cook (possibly) and sell beverages to the Quail Creek golfers and their guests at the Quail Creek golf course.

Primary Responsibilities: The Snack Bar Attendant is to respond to all Quail Creek golfers and their guests' needs in providing prompt, efficient and gracious service with their food and beverage orders.

Duties Include: Prepares and serves food; Promotes food and beverage products and services; Operates cash register and receives payments from customers; Accurately counts and provides change to customers; Responsible for ensuring that alcoholic beverages are not dispensed to people under the age of 21; Recognizes and resolves guest complaints and concerns; Maintains beverage and snack quality and service standards for location; Performs snack bar setup and breakdown procedures; contributes to overall cleanliness and organization of location; answers phone and take orders; Unload boxes, check in merchandise and stock inventory; Collects money from patrons; Signs off on food being delivered; Cleans and sanitizes work station and equipment; Keeps manager up to date on what supplies are needed to order; Performs special projects delegated by management.

Requirements: Graduation from a standard senior high school; and preferably one year of cash handling experience.

**** Special Requirement**** Applicant must hold certification for the basic food handler's requirements under the SERV Safe guidelines and those required by the Baldwin County Health Department within 30 days of hire. Applicant must hold certification for ABC Alcohol Server Safe handler's requirements under the SERV Safe Guidelines within 30 days of hire. Applicant must occasionally lift and/or move up to 25 lbs.

Date of Announcement: 2/05/2018

Closing date for Applications: Until filled

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

161 N. SECTION ST. P.O. DRAWER 429
FAIRHOPE, ALABAMA, 36533