**JOB SUMMARY**

* The snack bar attendant is responsible for the clean, safe and efficient operation of the Club’s snack bar.

**REPORTING RELATIONSHIP**

* The snack bar attendant is under the direct supervision of the Office Manager, and the general supervision of the Club General Manager.

**QUALIFICATIONS**

* The snack bar attendant must act in a professional manner at all times. She/he is responsible for presenting a positive attitude, which clearly indicates his/her concern for the maintenance of the snack bar and surrounding facilities, and for the *service* of Club members.
* Knowledge of handling cash and making change.

**GENERAL JOB RESPONSIBILITIES**

* Make a commitment to working at MSC a priority, and report for work on days assigned.
* Report to work at assigned times (shifts begin 15 minutes prior to start of operation).
* Show courtesy to all Club members and work in a cooperative manner with all Club members and employees.
* Complete assigned tasks and other tasks that may be needed, as Club conditions require.

**MAINTAINANCE RESPONSIBILITIES**

* Perform maintenance duties as assigned by the Office Manager and/or Club Manager.
* Assist in the maintenance of grounds by picking up trash around snack bar.
* Assist in the maintenance of the snack bar by keeping an orderly and clean working environment.

 **MANAGEMENT RESPONSIBILITIES**

**Snack Bar Attendant must:**

* Always be dressed appropriately - shirt, shoe, etc.…. must be presentable
* Always behave in a manner, which reflects his/her concentration on the snack bar tasks.
* Ensure good service to club members, by emphasizing cleanliness, responsibility and appropriate behaviors, which fall into line with club policies.
* Follow the assigned rotation schedule.
* Assist, as assigned, with opening and closing procedures.
* Be willing to work overtime, on an equitable basis with other employees, when crowd conditions or special events require such.
* Be able to answer inquiries and listen to suggestions pertaining to the snack bar.