

EMPLOYEE: _____**Department: Snack Bar Monitor****Classification: Non-exempt****Work Site:****Reports To: Property Manager****Approved By: Human Resources****Revision Date: August 19, 2011****Effective Date: June 9, 2011****Purpose**

Assist in the preparation and serving of food to residents and guests. Performs related duties as assigned.

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job duties.

Essential Duties

Provide a range of food service duties including but not limited to:

- Maintain the highest standards of safety and cleanliness ensuring that all sanitation guidelines are followed.
- Take orders and replenish items to sell at the snack bar.
- Accurately make change and count money. Run cash register and balance tape daily.
- Clean all large and small appliances used for the preparation of food and drinks.
- Responsible for proper cleaning and sanitation of all prep and serving utensils and trays.
- Take inventory and rotate stock on a weekly basis. Inform Property Manager when inventory is low.
- Observe established policies and procedures.

Job Duties

- Bag and carry ice for sale.
- Fill condiments, clean tables and keep the general snack bar area clear of debris.
- Remove trash.
- Launder aprons and cleaning cloths.
- Assist in setting up and taking down equipment for various Community programs.

Employee Relations

Able to establish and maintain working relationships with co-workers, Community residents and their guests in a courteous and responsible manner

Able to accept constructive criticism

Other Duties

Other duties as assigned

Supervision

Works under the general supervision of the Property Manager

Job Qualifications**Competencies**

Communicate effectively

Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position

Work Experience

Experience in food preparation preferred

Education

High School graduate or GED equivalent

Licenses or Designations

Food Handlers Certification

Working Conditions

Physical Work Demands

Indoor and outdoor work environment

Seasonal heat or adverse weather conditions

Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Sitting or standing for extended periods of time

Able to occasionally lift up to 35 pounds

Mental Work Demands

Regular and on-time attendance

Hours occasionally exceed 40 hours per week, including weekends and holidays

Works with others

Verbal contact with others

Noise

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name