



Alvin Golf & Country Club
PO Box 981
Alvin, Texas 77512

Snack Bar Operator

Job Description

Definition

The Snack Bar Operator is responsible for the daily operations of the kitchen and Snack Bar and for keeping inventory for Snack Bar goods. The Snack Bar Operator reports to the Manager and Owners.

General responsibilities

- Preparing and cooking foods.
- Greeting the customers and ensuring that they have a positive experience: **keeping them happy.**
- Keeping the Snack Bar areas clean and above Health Dept. codes.
- Planning, preparing, and cooking specials for weekly tournaments and special events.
- Tracking Snack Bar inventory and preparing weekly reports and Mims/Sam's order.
- Eliminating or minimizing food waste.
- Working weekends, mornings, and long shifts
- **Enjoying your job**; you are important to the Club and to the customer's experience

Reporting

The snack bar operator reports directly to Karen Farrell (Owner) or, in her absence, one of the following individuals:

- Carl Wind, General manager
- Pat Farrell, Owner

Uniform

The snack bar operator can wear any long pants and tasteful t-shirt or other shirt. Close-toed shoes and head coverings (such as caps) are required by the health department for all workers in the food preparation areas. AGCC does not recommend that snack bar operators wear fancy or expensive clothes due to stains and grease inherent on the job. Disposable gloves should be worn when preparing plates. Aprons are provided for the protection of the snack bar operator's clothing but should not be relied upon.

Typical functions

The snack bar operator is responsible for the day-to-day operations of the Snack Bar, which includes, but is not limited to, the following duties:

- Greet customers and take orders from customers;
When very busy, complete sales on an order sheet; give customer bottom receipt. Customer **MUST** pay when they order when the snack bar is busy!
- Cook foods *after* customers order: precooked foods don't taste good and lead to waste.
- Plan and cook special meals for tournaments and weekly events such as



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- Wednesday Senior Scramble lunch special for approximately 20 seniors. Must vary the menu each week and cook what customers want.
- Must consider special needs and diet trends such as Adkins diet, low salt, and preferences of groups for certain foods. (Example: seniors like low carbohydrates, low salt, fresh vegetables, meat, salad, mild Mexican food, and Italian food.)
 - Make fresh tea daily; break-down & clean tea server (including & especially spigot).
 - Make coffee in morning and more as needed (less in summer); clean coffee server
 - Keep Snack Bar, Kitchen, and Banquet Room, clean at all times.
 - Keep Snack Bar and Kitchen stocked at all times. Stocking includes keeping the drink coolers stocked with sodas, water, and beer; the snack shelf stocked with snacks; the kitchen freezer stocked with needed items (chicken strips, fries, burger patties, etc.); the napkin holders full (but not overfull); condiments, salt, pepper, sugar, creamer, and sugar substitutes available; keep adequate quantities of paper goods in kitchen such as to-go containers, deli papers, cups, paper towels; keep other items in stock as necessary; notify management of shortages
 - Keep track of Snack Bar inventory: food items, paper goods, grease, sodas, beer, cleaning products, and so forth. Keep a list of items we will need within a week. Consider upcoming tournaments and special events. Typical weekly items include bread, hamburger and hot dog buns, lettuce, burger patties, chicken strips, sausage, Gatorade, and items for the Wednesday special. Track all Snack Bar items such as sodas, beer, fryer grease, pickles, hot dog trays, ketchup packs, sliced cheese, eggs, and all items that we stock or sell.
 - **Label all open foods with the name of the food, your initials, and the sell-by date.** Food labels are provided. **Do not put a prepared date on the items for sale.** All items not in their original containers must be labeled, including ketchup, spices, and food thawing in the cooler, for example.
 - In freezers and cooler, “layer” all foods according to their potential danger if they thaw. For example, in the freezer all poultry should be on the bottom shelf with other raw meats above or separated from the poultry. Above the meats, place prepared foods, such as egg rolls, cheese sticks and fully-cooked meats (like hot dogs). Above or beside prepared foods, place vegetables, such as French fries and onion rings.
 - Keep kitchen area clean and sanitized; following Health Department rules.
 - **Sweep and mop the floor daily.**
 - **Clean the grill daily.**
 - Change frying grease as needed; arrange for pick-up of used grease when necessary.
 - Write brief report at end of shift: summary of work; customer comments, requests, or complaints; summary of food sales (what sold well and what didn't); any ideas for new promotions.
 - Prepare food from catering menu such as meat and cheese trays, finger sandwiches, or hot buffet dinners as needed for parties.
 - Other duties as specified by Manager.

Employment standards

- Knowledge of cooking on and cleaning flat grills and deep fryers.
- Knowledge of cash register usage.



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- Experience in food preparation and customer service.
- Ability to take direction and accept correction.
- Physical stamina; mental, and emotional stability and strength.
- Cleanliness and excellent grooming; close-toed, comfortable shoes; presentable collared or sleeved shirts; no cut-offs, no visible tattoos, and no visible body piercings other than earrings for ladies. No potentially offensive garments or decorative items.
- Pleasant demeanor to Customers, Managers, and Co-Workers.
- Health certificate a plus.
- Proof of eligibility to work in the United States.

Apply in person at
Alvin Golf & Country Club
785 County Road 539

NO PHONE CALLS!

Directions

Take HWY 6 to County Road 146 (at the KC Hall); Turn north (toward Houston) on CR 146; go 1/2 mile to CR 539, which is the first right. Turn right on CR 539 and follow the road to the clubhouse.

Mailing address:

Alvin Golf & Country Club, PO Box 981, Alvin, TX 77512

www.alvingolf.com