
JOB DESCRIPTION
Beverage Cart Attendant

Reports To: Food & Beverage Manager

Directly Manages: None

Classification: Regular Part-Time or Temporary/Seasonal

Working Hours: As Required (Normally 16-40 Hours Per Week)

Duties: Specifically, the Beverage Cart Attendant must:

- Ensure that all patrons are greeted in a professional and courteous manner.
- Stock and display inventory items in accordance with Company policies and procedures.
- Ensure that all items and displays are kept at par stock inventory levels at all times and that the appearance of the displays meets or exceeds Company standards. Requires employee to handle, lift, and carry up to 40 pounds from storage area to service areas with or without a hand dolly.
- Handle and count cash and charges as prescribed by standard operating procedures. Must be able to balance cash and credit card charges.
- Present a professional and business-like demeanor at all times.
- Notify the golf shop immediately of any rule violations observed on the course.
- Accurately prepare inventory management forms.
- Clean out and spray down beverage cart vehicle at the end of each shift.
- Operate and maintain the beverage cart vehicle in a safe manner in accordance with standard Company procedures.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.

