

Position Title: Food and Beverage Attendant

Date of Notice: 3/30/23

Job Location: Colwood Golf Center

Start Date: 4/15/23

Starting Pay: \$15.00 + tips and event service charge split

Position Status: Part-time, Hourly, Seasonal, Non-Exempt

Reports to: Joe Crook, Director of Operations, Colwood Golf Center

Where You Will Work

Colwood Golf Center's 9-hole, par 3 golf course is uniquely designed and opened for play in April 2015. Each hole features two sets of tees to hit from, as well as large, undulating greens. This accommodates golfers of all skill levels and creates a fun golf experience. Located in Northeast Portland, minutes from PDX International Airport, downtown Portland, and Vancouver WA, Colwood Golf Center is a great venue for hosting golf outings, birthday parties, reunions, and weddings. In addition to the golf course, Colwood also offers an 18-hole footgolf course, driving range, and spacious clubhouse with large event space.

What You'll Do

Greets and serves food and/or beverages to patrons. May often cook and prepare food as needed. Prepares and serves alcoholic and non-alcoholic beverages to patrons. Works in the Cully's Corner concession stand near the driving range, as well as outside on the beverage cart when needed. Periodically will support the Chef with food prep for banquets and special events.

Other responsibilities include, but not limited to:

- Provide immediate attention to all members and guests upon entering the dining room and bar area. Greet customers warmly.
- Answer questions and suggest menu items and take food and/or drink orders. Ring up orders into the POS system and collect accurate payment. Verify the accuracy of prices, tips, and other charges.
- Prepare alcoholic and non-alcoholic beverages.
- Stock and maintain the bar area with necessary items, including glassware, garnishes, mixers, etc.
- Serve meal, snack, and/or beverage items. As necessary, use the appropriate numbering system to find and serve customers.
- Keep tables, patio, bus station, condiment station, coffee station, and kitchen clean and tidy.
- Advise supervisor of any complaints as soon as they occur.
- Perform side work, clean-up, and closing duties as assigned.
- Attend meetings as requested.
- Perform other duties as appropriate.

When assigned, perform duties on the Beverage Cart:

- Provide food and beverage service to golfers on the course in accordance with the food and drink menu and company quality standards.
- Maintain cleanliness, neat appearance, and sanitation of equipment and beverage cart.
- Requisition supplies from the club's kitchen and storeroom and ensure proper transfer and storage.
- Ensure that required income, cost control, and inventory procedures are consistently used.
- Comply with applicable health, alcoholic beverage, fire, and other laws/requirements.
- Ensure that the beverage cart is operating properly. Report malfunctions to supervisor as appropriate.



- Assure the efficient and timely submission of all required reports.

When assigned, perform cooking and food prep duties in the kitchen and banquet areas:

- Prepare and serve all required food items in accordance with established portions and presentation standards.
- Set up service units and prep cook station with needed items. Maintain and break down as appropriate.
- Ensure that assigned work areas and equipment are clean and sanitary according to Company standards and state and local health and safety regulations.
- Maintain security and safety in the kitchen according to Company policy.
- Maintain a neat professional appearance and observe personal cleanliness rules and sanitation standards at all times.
- Cover, date, and neatly store all leftover products that are re-usable.
- Perform other duties as appropriate.

Ideal Candidate

Possesses:

- High school diploma or GED preferred.
- 1-year server and/or culinary experience preferred.
- Cash handling experience preferred
- OLCC Alcohol Server Permit
- Food Handlers Card
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends.
- Positive attitude, professional manner, and appearance in all situations.

Has the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions
- Visually inspect all work areas, golf course, and grounds
- See players on the golf course, and to follow the flight of golf balls
- Perform mathematical calculations involving fractions, decimals, and percentages
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 10 lbs constantly

Benefits/Perks

Employer Contribution Benefits

- Golfing Privileges – Consistent with Course Policies
- Flexible Scheduling Available – Consistent with Department Needs
- Employee Assistance Plan
- Discounted Employee Meals

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