

**Champions Golf Club, Inc.**  
**Job Description**

Job Title: **Halfway House Attendant**  
Department: Kitchen  
Reports To: Food & Beverage Manager  
FLSA Status: Non-Exempt

**POSITION SUMMARY**

Under the direction of the Food and Beverage manager this position is responsible for serving members and guests, food and beverages in a friendly and efficient manner. Attendant will also maintain and sanitize detail of the halfway house area. If the incumbent is uncertain about any procedure, technique or standard, attention must be brought to the supervisor immediately.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ❖ Provide food and beverage service to members and guests.
- ❖ Keep halfway house area clean and free of clutter.
- ❖ Maintain a polite, service oriented manner, but do not discuss personal business or the business of other member with patrons.
- ❖ Dress in proper attire.
- ❖ Track member charges with tickets that include item(s) served, price of item(s), member number and member signature.
- ❖ Keep beverages recycled and cold: soda, beer, tea, lemonade, etc.
- ❖ Tall all tickets at the end of your shift, rubber band tickets with adding machine tape of the daily ticket activity, and turn into your supervisor.
- ❖ Clean, straighten, organize and rotate products constantly.
- ❖ Performs other duties as directed by supervisor.

**REQUIRED EXPERIENCE**

- ❖ Knowledge of leisure style customer service to exclusive member clientele.
- ❖ Prefer previous experience in restaurant or “club” environment.

**REQUIRED SKILL LEVEL**

- ❖ Basic mathematical abilities.
- ❖ Ability to use safety practices in carrying out job duties.
- ❖ Ability to proficiently function in a fast paced environment.
- ❖ Ability to develop and utilize organizational skills.
- ❖ Ability to add, be multi-tasked, and plan and prepare for routine and special functions with little supervision.
- ❖ Work schedules may vary; therefore flexibility in last minute changes is necessary.
- ❖ Seasonal busy periods of business will require longer work schedules of 6-7 day week periods. The most common times are tournaments, holidays and special events.

**EDUCATIONAL REQUIREMENTS**

- ❖ High school Diploma preferred.

## **DESCRIPTION/DEGREE OF PHYSICAL DEMANDS**

Overhead lifting	Often restocking shelves up to 30 lbs.
Shoulder level lifting	Often restocking shelves up to 30 lbs.
Floor level lifting	Often restocking shelves, lifting products 1 – 3 lbs.
Pushing/Pulling	Limited, but will rotate inventory, restock and load shelves and coolers.
Sitting	Light: Ability to sit to drive a car or golf cart and sit at a desk.
Standing	Ability to stand for long periods of time, up to 10 hours consecutively.
Walking	Ability to walk and move in small areas.
Climbing	Light; lift, pivot and stretch, bend, squat and kneel with weight up to 30 lbs., occasionally.
Balancing	Often required to maintain balance while carrying weight and reaching.
Stooping	Knees, back and lower body must be flexible enough for repetitious stooping as an ongoing function.
Kneeling	Some kneeling on hard surfaces, grass and carpeted areas.
Twisting	Continual demand of radius of 120 degrees, either direction from the waist, head, back or neck. Constant knee, hip, ankle and foot rotation.
Reaching	Continual ability to reach above head with full arm, shoulder and hand extension and rotation.
Finger Dexterity	Finger and thumb dexterity must be full range with consistent use.
Handling	Food products, beverages, light lifting, kitchen equipment, and cleaning utensils will be ongoing.
Grasping/Gripping	Often, right and left hands need to grip to a constant 5 lbs. pressure
Feeling	Ability to detect and differentiate heat and cold, pressure registration, moisture, hard, soft, thin, and thick continually.
Talking	Able to continually communicate fluently in English.
Hearing	Able to hear diverse scopes of pitch levels, volume, respond to noise and alert at all times.
Vision	20/20 vision with or without aid.

*Above description attainable with or without reasonable accommodations.*

## **ENVIRONMENTAL WORK CONDITIONS**

Weather Exposure	Often varying weather including heat, cold, rain, storms, etc.
Extreme Cold Exposure	Limited; walk in freezers, cleaning out ice makers, stocking and organizing coolers.
Extreme Heat Exposure	Moderate: Texas summer heat and humidity, storage rooms without air conditioning, kitchen appliances and coffee pots.
Wet/Humid Exposure	Moderate: Rain, high humidity and stagnant conditions often exist.
Noise Exposure	Low to medium levels with limited exposure.
Vibration	Minimal levels with limited exposure.

## **EXPOSURE TO HAZARDS**

Moving Mechanical Parts	Moderate levels
Electric Shock	Low potential
High Places	None
Radiant Energy	None
Explosives	None
Atmospheric Conditions	N/A
Chemicals	Some moderate exposure to fertilizers, pest control and cleansers.
Flames	While working in or near cooking surfaces, coffee makers, dishwashers, silver polisher, etc.