

Woodridge Swim Club Job Description

SNACK BAR EMPLOYEE

Main Duties

1. Provide a professional and courteous experience for members while ordering from the snack bar
2. Collect money, cash and credit cards, from guests and record transactions in Square with the highest level of honesty and trustworthiness
3. Maintain a consistent cash drawer and correctly make change when needed
4. Be kind, enthusiastic and respectful towards members and coworkers at all times

Daily Routine

1. Arrive at least 10 minutes prior to the beginning of the shift in proper uniform
2. Assist in any opening duties that the management needs completed
3. Ensure the cash drawer is correct and has an adequate amount available
4. Clean green picnic tables throughout the shift
5. Maintain a clean and organized work space
6. Work well with others to expedite the food service process
7. Remove trash and place in dumpster
8. Restock items as needed
9. Sweep and mop floor
10. Communicate important information with the anyone working the shift following yours or with the manager on duty
11. Perform any additional tasks as directed by the manager on duty or snack bar supervisor

General Rules

1. Members should be greeted politely ie:
"Hi! How may I help you?"
2. Members should be given their order in a timely and polite fashion ie:
"Here are your drinks, thank you!"
"Here is your ice cream, have a nice day!"
3. All items sold must be entered in Square
4. Handing out snack bar items without payment may result in termination
5. Treat all equipment with respect for the safety of yourself and others
6. Only WSC Snack Bar employees may enter the snack bar, and do not allow anyone else into the area, with the exception of Management and Board Members that are assisting with operations.
7. Request assistance from the manager on duty or snack bar supervisor as needed.