

Bar & Grill Attendant Job Description

The Bar & Grill Attendant is responsible for the operations of the food & beverage department by administering the day-to-day food & beverage service duties, such as opening and closing, taking food & beverage orders, and preparing meals and beverages. This position is also responsible for assisting with food & beverage services for tournaments and events. The Bar & Grill Attendant reports to the Food & Beverage Manager.

Responsibilities:

1. **Food Service Sales Support**
 - a. Prepare quality meals and beverages to order, following standard recipes and procedures with specified time limits.
 - b. Maintain a memorized knowledge of the menu, prices, ingredients, and recipes; keep abreast of modifications as necessary.
 - c. Take orders and serve customers using the point-of-sale system and communicate orders with the team accordingly.
 - d. Assist with food preparation by washing and cleaning raw food products, cutting and portioning meat, fish, and poultry, and labeling all food products for food safety and shelf-life standards.
 - e. Prepare and serve alcoholic beverages.
 - f. Keep the dining areas neat, clean, and sanitary.
 - g. Clean, organize and maintain all refrigeration, dry storage areas, and cooking equipment.
 - h. Understand and comply with food safety and temperature standards.
 - i. Accurately answer customers' questions and provide information on food and beverage procedures, when needed; Notifying the Food & Beverage Manager immediately of guest complaints.
2. **Operational Support**
 - a. Handle and record cash and credit card transactions following company and City procedures; Ensure collection and recording receipt of appropriate payment.
 - b. Assist with the acceptance of food & beverage orders and shipments. Advise management of receipt of product and inventory levels as needed.
 - c. Maintain a proper product rotation according to "First In, First Out" to meet shelf-life standards; Ensure beverage coolers and snacks are stocked properly and consistently.
 - d. Assist with the tournament setup and breakdown.
 - e. Perform other duties as assigned or required.

Qualifications, Education, & Experience:

- High School Diploma or Equivalent.
- Strong verbal and written communication skills.
- Maintain an up-to-date Texas Food Handlers License & Texas Alcoholic Beverage Commission's License.
- Must present a professional image and be self-motivated with a positive and professional attitude.

- Must be well organized and have strong prioritization and planning skills.
- Excellent interpersonal and customer service skills.
- Basic mathematic skills required
- Ability to lift to 50lbs