



**Position Title:** Halfway House Cook/Manager

**Department:** Food and Beverage

**Reports To:** Food and Beverage Manager

## **POSITION SUMMARY**

Halfway House Manager provides members and their guests with beverages and food at a building located between the 10<sup>th</sup> & 9<sup>th</sup> Tee. This position requires a friendly, highly self-motivated individual who can work with minimal supervision and interact with members in a professional manner. Our Halfway House Manager must be highly responsive to members and their guests to provide excellent and attentive service.

Our HWH Manager does serve alcoholic beverages on a limited basis and their knowledge about beers and other alcoholic beverages are very beneficial in providing excellent service. Our HWH Manager must be safety conscious and in compliance of all laws concerning the serving of alcohol. This requires knowledge of the laws and ECC Club policy and the ability to determine when a member or guest can no longer be served.

Qualifications may include a minimum of 6 months in service operations that may include bartending, and have excellent communication and people skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Providing members and guests with friendly, timely, and exceptional service.
- To arrive well-groomed and on-time and dressed in the appropriate uniform.
- Previous kitchen/cooking and management experience preferred but not required.
- Ability to take direction and work in a team environment.
- Ability to work calmly and effectively under pressure.
- Must have problem solving abilities, be self-motivated, and organized.
- Commitment to quality service, and food and beverage knowledge.
- Take, prepare, and serve food and beverage orders.
- Must be able to speak, read and understand basic cooking directions.
- Operate cooking equipment such as grills, deep-fat fryers, and griddles.
- Wash, cut, and prepare foods designated for cooking.
- Responsible for the daily set up of the Halfway House with necessary supplies.
- Maintain a clean, safe and organized workplace.
- Ensure that all equipment is operating properly. Report malfunctions to supervisor as appropriate.
- Serve a variety of beers and alcoholic beverages.
- Required to check and thoroughly examine the identification of anyone that appears to be under the age of 21.
- Must be able to inform the member or guest that they can no longer to be served alcoholic beverages, in a respectful but authoritative way, if necessary.
- Provide timely service for all food and snack orders.
- Utilize ClubConnect point of sale system to charge members for all food and beverage purchases.

- Responsible for locking up all liquor at the end of the evening.
- Return any portable bars to the storage area at the end of the season.
- Dispose of all trash at the end of each shift.
- Responsible for all Halfway House Building food and beverage inventory including Alcohol, food, snacks, beer, and soda ensuring that all sales are charged through the point of sale system and no inventory is removed from inventory without a sales transaction.
- Communicate any issues with food service or dining issues to the General Manager and/or Chef in a timely manner.
- Must treat all members, guests, and Team Members with respect.
- Duties of the Halfway House Manager vary based on the situation, but, in general, they must be able to focus on the job while staying on their feet and moving about freely, which can include bending, climbing stairs and carrying items weighing 25-70 pounds.

## **REQUIREMENTS**

- Required to check regularly with General Manager to get updates on upcoming golf events, go over inventory and purchasing, and employee coverage.
- ServSafe Certification required.
- Alcohol and Tobacco License required – ECC will supply application upon employment.
- Flexible availability including nights, weekends and some holidays.
- Must be able to speak, read and understand basic cooking directions.
- Must be able to frequently lift and carry up to 70 lbs.
- Minimum Age 21.
- Ability to Stand 6-8 Hours
- A positive attitude while on the job is also essential.

## **PREREQUISITES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION**

A High School diploma is preferred.

## **EXPERIENCE**

Possess 6 months of guest service experience is preferred, if you have bartending that would be valued. Have superior member service skills and the ability to maintain poise under pressure.

## **LANGUAGE SKILLS**

The ability to speak English is necessary to converse with our members and guests. Proper diction is valued to maintain the ambiance of high level service to our members. The ability to effectively present information and respond to questions from groups, managers, members and the general public is important.

## **MATHEMATICAL SKILLS**

The ability to apply concepts such as addition, subtraction, fractions, and percentages to practical situations is required.

## **REASONING ABILITY**

It is necessary to have the ability to solve practical problems that may arise. Our team members must have the ability to interpret a variety of instructions furnished in written, oral, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Team Member is regularly required to lift and carry up to approximately 70 pounds. The Team Member may be required to spend long hours on their feet.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Team Member could be exposed to outside weather conditions, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. The noise level in the work environment is usually moderate with increased levels during events. The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this job and "other" duties (if defined) include those that are considered incidental or secondary to the overall purpose of this job. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Team Members holding this position will be required to perform any other job related duties as requested. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.