Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

Position Title	**Department**	
Server/Bev Cart Server	Food & Beverage/WindDancer Bar & Grill	
Physical Work Address:	**Manager/Supervisor:**	**Status:**
288 Prairie Star Road, Santa Ana Pueblo, NM 87004	Food & Beverage Manager/Lead Server Supervisor	Non-Exempt Seasonal

1. **GENERAL POSITION DESCRIPTION:**
   Under the direction of the Lead Server Supervisor and Food & Beverage Manager, the Server position takes orders from customers, and delivers food and beverages within the restaurant. The Beverage Cart Server position provides food and beverages on Santa Ana Golf Course by means of a golf cart.

2. **MINIMUM QUALIFICATIONS:**
   Must be 21 years of age and have a current Alcohol Server Permit and Food Handlers Certification or obtain within 60 days of hire. Casual dining experience preferred. Must possess valid driver's license upon date of hire and maintain validity throughout employment at SAGC.

3. **KNOWLEDGE AND SKILLS:**

- Ability to learn computerized Point of Sale system.
- Ability to learn and understand basic golf course terminology.
- Able to greet and serve customers with a positive and friendly attitude.
- Ability to memorize menu, daily specials, and alcoholic beverages.
- Able to stand, sir or walk for extended periods of time and able to lift 25 pounds without assistance.

4. **DUTIES AND RESPONSIBILITIES:**
   - Welcome and acknowledge all guests per company standards.
   - Anticipate and address guest service needs, including assisting individuals with disabilities.
   - Set up, stock, and maintain work area.
   - Stock ice, glassware, and paper supplies.
   - Removed soiled wares.
   - Maintain a clean, safe work environment and report accidents, injuries, and unsafe work conditions immediately to supervisor.
   - Ensure uniform and personal appearance are clean, professional, and according to company Dress Code.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Reading			X	
Writing			X	
Calculating				X
Editing	X			
Evaluating	X			
Interpreting	X			
Organizing				X
Sitting				X
Walking				X
Running		X		
Bending, Twisting, Kneeling				X
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Swimming (Indoors)	X			

	NA	NE	O	F
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds			X	
Lifting/carrying more than 50 pounds		X		
Driving (regular class D license – list under # 22)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 19)	X			
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises			X	
Exposure to infection, germs, or contagious diseases		X		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Exposure to smoke, excessive heat, and fire (generally protective services)	X			
Exposure to aggressive/angry people (protective services)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)	X			
Firing Weapons	X			
Restraining/grappling with people (protective services)	X			
Other: Standing				X
Other:				

5. MACHINERY/EQUIPMENT USED:

- Golf cart
- Point-of-Sale computerized, touch screen cash register system

6. REGULATIONS/POLICIES TO MAINTAIN:

- Must possess current Alcohol Server Permit, and remain current and valid during tenure of employment.
- Must possess valid driver's license, and maintain validity throughout tenure of employment.
- Must possess current Food Handler Certification or obtain within 30 days of hire date.
- Employee Policies & Procedures
- Employee Safety Handbook

7. SUPERVISORY RESPONSIBILITIES

X NO, the position does not directly supervise other employees.

___ YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Employee Certification

I acknowledge that I have read and understand the Position Description for Server/Bev Cart Server and I agree to perform the requirements set forth in this document.

Signed_____ **Date**_____

Print Name: _____

Manager Certification

I acknowledge that I have review the Position Description for Server/Bev Cart Server with the above employee and acknowledge their signed receipt of the document.

Signed _____ **Date** _____

Print Name: _____