



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.

<u>1. Department Name:</u> Food & Beverage	<u>2. Name (last, first, middle initial):</u> 	
<u>3. Classification Title:</u> Beverage Cart Server / Server	<u>4. Working Title:</u> Same	
<u>5. Department Budget #:</u> 42	<u>6. Division Name:</u> Wind Dancer Bar & Grill	<u>7. Section/Work Unit Name:</u>
<u>8. Work Phone:</u> 	<u>9. Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	
<u>10. Name/Title of Supervisor:</u> Food & Beverage Manager	<u>Supervisor Cell Phone:</u> 	<u>Supervisor Work Phone:</u>

11. Position Status:

Regular ___ Seasonal Occasional ___ Emergency ___ Commission ___ Tribal Affairs ___ Contract ___
 Full Time ___ Part Time ___ Exempt ___ Non-Exempt Pay Grade ___ Pay Step ___

12. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Human Resources will use this text when posting this position for hire.

Under the direction of the 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.

13. Minimum Qualifications:

21 years of age

Current and valid Alcohol Server Permit

Must possess valid State of New Mexico, Class D driver’s license upon date of hire and maintain validity throughout employment at SAGC.

14. Knowledge, Skills, Abilities:

Knowledge of: Point-of-Sale computerized, touch screen cash register experience preferred, but not required. Golf course etiquette and terminology is preferred, but not required.

Skills required: To serve customers with a positive and friendly attitude.

Abilities required:Memorize menu, daily specials and liquor policy. Take direction from restaurant management. Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling and stooping. Stand, sit or walk for extended periods of time, or for an entire work shift.

15. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance.

Duties/Functions/Tasks

Welcome and acknowledge all guests according to company standards. Anticipate and address guests service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with all employees and customers.

Set up, stock, and maintain work area. Stock ice, glassware, and paper supplies. Remove 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 and professional. Read and follow the Employee Policies and Procedures handbook. Notify supervisor of any issues as necessary. Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.

Essential functions of this position include attendance and punctuality.

Follow rules and instructions of supervisor, manager or director. Perform other related duties as assigned by the Supervisor or Manager. On occasion, will be under direct supervision of the Director of Golf/General Manager.

Valid State of New Mexico Class D driver’s license required upon date of hire. Must maintain valid driver’s license throughout employment with SAGC.

Must be able to present a valid Social Security card and supporting documentation for I-9 form.

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

	NA	NE	O	F
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	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			
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	

	NA	NE	O	F
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:				

16. List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, calculator, bulldozer, drill, Excel, etc.)

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

17. List any license (i.e. driver's license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.

Must possess current Alcohol Server Permit, and remain current and valid during tenure of employment.
Must possess valid State of New Mexico class D driver's license, and maintain validity throughout tenure of employment.

18. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.

Employee Policy and Procedures manual, Wind Dancer Operations requirements and sanitation requirements.
Become familiar with restaurant liquor policy and able to recognize levels of intoxication.

19. 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.

Level Definition of Authority

- 1 = Employee effectively recommends and/or takes action.
- 2 = No authority.

	Supervisory Actions
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Position Title(s) Supervised	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge

20. Employee Certification – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____

21. Manager Certification – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____