

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9749

## **GOLF CONCESSION WORKER**

### NATURE OF WORK

This work involves assisting in the operation of the concession counter at a golf course clubhouse.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Prepares and serves food and beverages.

Receives payment for items sold and deposits it in a cash register.

Cleans and maintains the concession area and equipment.

Fills stock and display receptacles.

Provides customer assistance.

Orders, receives, and verifies the delivery of concession products.

Conducts month end inventories and completes inventory reports.

Assists the golf professional in scheduling the work of seasonal help.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to prepare and serve short order food and drink.

Ability to operate the appliances in the assigned area of work.

Ability to make change and operate a cash register.

Ability to complete stock orders, receive the products, and verify their receipt.

Ability to communicate effectively with workmates and the public.

Ability to understand written and oral instructions.

Ability move about the clubhouse and grounds from 75 to 100% of the work day.

SPECIAL QUALIFICATIONS

Must be able to work varied work times, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Microwave Oven  
Cash Register  
Telephone  
Pop Machine  
Vacuum Cleaner  
Golf Cart