

**DEPARTMENT OF HUMAN SERVICES  
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY  
JOB DESCRIPTION**

**JOB TITLE:** Snack Bar Assistant Manager

**QUALIFICATIONS:**

- ServSafe Food Service Managers Certification preferred.
- Supervisory experience preferred.
- Previous experience in snack bar food preparation and management preferred.
- Valid Community CPR card preferred.
- Valid Standard First Aid card preferred.
- Valid New Jersey driver's license.

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

The Snack Bar Assistant Manager is responsible to assist the manager in the day-to-day management of the Pool & Tennis Facility Snack Bar operations, including personnel, equipment, facility cleanliness, inventory management and financial reporting.

**ESSENTIAL RESPONSIBILITIES:**

- Provide quality service to customers.
- Assist in the supervision and training of Snack Bar counter staff.
- Proficient in food preparation and handling.
- Assure good personal hygiene and meet uniform requirements.
- Responsible for order processing, sales entry into cash register, opening and closing procedures, inventory stocking/reordering and financial reports.
- Under the supervision of the Manager, Snack Bar Assistant Manager is responsible for the proper cleaning and sanitation of all food service equipment and work areas and food storage in accordance with Board of Health codes.
- Assure the proper cleaning of the outdoor Snack Bar area: set up/take down umbrellas, trash pickup and removal, hosing down deck and cleaning tables.
- Assist with pre-season set-up and post season winterizing of the Snack Bar.

**OTHER REQUIREMENTS:**

Required to work a varied schedule including weekdays, evenings, weekends and holidays.  
Specific work schedule to be arranged between management personnel.  
Required to work weekends and half days during June facility open dates.  
Assist in preparing and presenting information at pre-season staff meetings.  
Attend pre and post season staff meetings.  
Other duties as assigned by Community Pool Manager or Department of Human Services personnel