

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

**JOB TITLE:** Snack Bar Counter/Cook Staff

**QUALIFICATIONS:**

- Minimum age 16 years.
- Previous experience in snack bar food service or preparation preferred.
- Valid Community CPR card preferred.
- Valid Standard First Aid card preferred.

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

The Snack Bar Counter staff is responsible to carry out duties as assigned to support the day-to-day functions of the Pool & Tennis Facility Snack Bar, including order processing, food preparation, care for equipment, inventory of supplies and financial reporting.

**ESSENTIAL RESPONSIBILITIES:**

- Provide quality service to customers.
- Responsible for order processing, food preparation, sales entry into cash register, opening and closing procedures, inventory stocking, cleaning of food service equipment and work areas and financial reports as assigned.
- Assure good personal hygiene, appropriate food safety procedures and meet uniform requirements.

**OTHER REQUIREMENTS:**

Saturday of Memorial Day weekend – late June, work weekends only.

Late June – Labor Day, work as scheduled; day, evenings and weekend shifts necessary.

Required to work a varied schedule including weekdays, evenings, weekends and holidays. Specific work schedule to be posted every two weeks.

Attend pre and post season staff meetings and in season staff meetings.

Other duties as assigned, including maintenance and front desk tasks.

03/2013