



Job Description

TITLE:	Golf Course Food & Beverage Cook	JOB CODE:	5570
DEPARTMENT:	Parks and Facilities	FLSA:	Non-Exempt
PREPARED:	February 2010	FLSA CLASS:	Labor/Trade
UPDATED:	March 30, 2022	WORK LOCATION:	Kirtland, NM
		REMOTE WORK ELIGIBLE:	NO

Summary: Under the immediate supervision of the Food and Beverage Manager, the Golf Course Food and Beverage Cook works in the main kitchen and in concessions preparing food items for the facility.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Greets customers in a pleasant and courteous manner.
- Operates a variety of specialized food service equipment, i.e. drink dispenser, electric grill, beverage cart, deep fat fryer.
- Complies with established Health Department Regulations.
- Operates a computerized register system and issues a receipt for each transaction; is responsible for daily register reports.
- Maintains all kitchen equipment cleanliness and maintenance.
- Prepares recipes as directed.
- Maintains clean safe working environment.
- Supervises temporary labor staff.
- Works mainly in the main kitchen; however, may work through the building.
- May be asked to perform other job related duties away from the golf course.
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Knowledge of County policies and procedures.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to perform satisfactorily in stressful situations and under the pressure of deadlines.
- Ability to understand and accept direction from others both verbally and in writing.
- Skill in following all job related safety procedures.
- Must be creative in designing buffet food presentation.
- Must be available to work any day of the week between the hours of 6:00 a.m. and 5:00 p.m. Must be willing to work a flexible work schedule to include some weekends and holidays.

Education and Experience

- High School diploma or GED equivalent.

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- Valid State of New Mexico Driver’s License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed indoors and outdoors.
- The employee may be exposed to tobacco smoke, noise, and extreme weather conditions.
- This position requires stooping, substantial standing, walking, and lifting.
- Frequently required to talk or hear.
- Must be able to lift 30 pounds to waist height.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- This employee operates a computerized register system, multi-line telephone, hand-held radios, vacuum cleaner, and similar equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____