

**CITY OF MISSION
JOB DESCRIPTION**

JOB TITLE: FOOD SERVICE CLERK
DEPARTMENT: GOLF COURSE/RESTAURANT
SUPERVISOR'S TITLE: GOLF DIRECTOR
CLASSIFICATION: NON-EXEMPT

I. JOB SUMMARY:

Prepare and cook food to order, requiring short preparation time for golfers. Individual must have a good attitude towards customers and any other duties assigned by Golf Director or Supervisor.

II. EDUCATION REQUIREMENTS:

- High school diploma or GED preferred, but not required.
- A minimum of one (1) year experience working as a cook is preferred.
- Must be able to speak the English language.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to follow oral instructions in English and in Spanish.
- Ability to communicate in English in a friendly courteous manner with golfers.
- Ability to prepare short order meals in a timely manner.
- Ability to remain standing and walking for prolonged periods of time.
- Ability to produce change and utilize in adding and cash register machine.
- Ability to utilize cooking equipment.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- Deep fryer
- Ice machine
- Hot dog machine
- Commercial electric stove
- Food
- Safety equipment
- Policy & procedure handbook
- Slow cooker
- Microwave oven
- Commercial coffee maker
- Vacuum cleaner
- Telephone
- Cleaning materials
- Telephone
- Cash register
- Commercial Cooler
- Ice chest
- Wash rags
- Dusters

VI. ESSENTIAL JOB FUNCTIONS:

- Count cash in tilt box to insure currency is available for the business day.
- Prepare pots of coffee for golfers.
- Prepare breakfast tacos on a daily basis for golfers, heating tortillas.
- Prepare 20 tacos daily.
- Stock beverages in cooler by placing individual soda cans, and beer cans in stock room.
- Stock bags of chips on display stands.
- Walk around dinning area pushing chairs under tables to insure dinning area looks presentable.
- Prepare hand sandwiches for lunch for take out on the golf course and for dining area. Approximately 20-30 sandwiches are prepared daily.
- Cut lettuce and tomatoes for hamburger preparation, up to 20 hamburgers may be prepared on a daily basis.
- Mop kitchen floor area at the end of the work shift.
- Manual dishwashing of plates, utensils for meal preparation.
- Wipes tables and counters tops.
- Walk hand sweeper to pick up food residue with in the dining area.
- Count “tilt” money with initial \$100.00 to open business, and add profit.
- Take trash bags into back of kitchen.
- Ride golf cart to sell beverages to golfers.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Vacuum pro shop floor area.
- Dust display counters in pro shop area.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (non-w eather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles				X
Toxic or caustic chemicals	X			
Outdoor w eather conditions		X		
Extreme cold (non-w eather)	X			
Extreme heat (non-w eather)	X			
Risk of electrical shock	X			
Work w ith explosives	X			
Risk of radiation	X			
Extreme Noise	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both hands are used in a gross and fine hand movements. Gross manipulation is required with both hands to stock beverage area. Fine finger manipulation is utilized to depress keys on cash register and calculator.

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Individual cans of beer, sodas, chip bags. From floor to waist level.
	6-10 lbs	O	Case of soft drinks to stock. Ice buckets to fill ice chest. Floor to waist to shoulder, above head level.
	11-20 lbs	O	Boxes of Power aide sports drinks of stocking. Floor to knuckle, knuckle to shoulder and overhead level.
	21-25 lbs	O	Boxes of frozen french fries. Frozen meat patties, from floor to waist, shoulder and overhead.
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	F	Individual cans of beer, sodas, chip bags. From floor to waist level up to 8 feet.
	6-10 lbs	O	Case of soft drinks to stock. Ice buckets to fill ice chest. Floor to waist to shoulder, above head level up to 15 ft.
	11-20 lbs	O	Boxes of Power aide sports drinks for stocking. Floor to knuckle knuckle to shoulder and overhead level up to 15 feet.
	21-25 lbs	O	Boxes of frozen french fries. Frozen meat patties, from floor to waist, shoulder & overhead up to 6 feet.
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
PUSH/PULLING	Up to 5 lbs	F	Cases of soda and beer, floor to waist and overhead level to stock beverages.
	6-10 lbs	O	Sacks of sugar, pushes with feet to clear space in stock area.
	11-20 lbs	O	Boxes of Power aide sports drink on shelves at knee, waist and shoulder level.
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Load beverages on carts. Climb three steps.
BALANCING	N/A	
STOOPING (bending at waist)	F	Stock beverages and food.
KNEELING (one or both knees)	O	Stock lower part of beverage cooler.
CROUCHING (bending at hips/knees)	F	Stock beverage and food.
CRAWLING	N/A	
REACHING	F	Retrieve soda, beer, and condiments while cooking. Full to partial arm extension.
TWISTING/TURNING (rotation)	F	During meal preparation and clean up to neck, shoulder, and waist level up to 180 degrees.
HANDLING (manipulated objects)	C	Cooking utensils and food.
FINGERING (finger dexterity)	O	Depress keys on cash register and calculator.
STANDING	C	On hard even concrete while in the kitchen.
WALKING	C	Within kitchen area, during meal preparation, cleaning and serving food.
GRASPING (whole hand activities)	O	Boxes and cans utilizing both hands.

N-never O-Occasional 1-33% F-Frequently 34-66% O-Occasionally 67-100%

I, _____, have read and understood the above job descriptions of my job duties.

Employee Signature

Date