

Food & Beverage Attendant Responsibilities & Job Description

The Food & Beverage Attendant is responsible administering the basic day-to-day food & beverage service duties, such as opening and closing, answering calls, taking food & beverage orders, and preparing meals and beverages. The Food & Beverage Attendant is also responsible for maintaining the cleanliness of the grill dining area throughout his/her shift.

Reports to: Operations Manager

Detailed Food & Beverage Attendant Responsibilities *(includes but not limited to):*

- Ensure collection and recording receipt of appropriate payment (cash, credit card transactions); Handle and record cash and credit card transactions in accordance with company and City procedures.
- Take orders and serve customers using the point-of-sales system.
- Communicate food orders with short order cooks to ensure meals are cooked as ordered and are grouped by customers.
- Responsible for handling all cash and credit card transactions for all food and beverage purchases.
- Ensure proper cleaning of checkout and dining area.
- Ensure beverage coolers and snacks are stocked properly and consistently throughout shift.
- Prepare and serve alcoholic beverages.
- Maintain a working knowledge of beverages offered and how to prepare and serve them.
- Accurately answer customers' questions and provide information on food and beverage procedures, when needed.
- Maintain a memorized knowledge of the menu, prices and ingredients; keep abreast of modifications as necessary.
- Provide assistance with tournament set up and break down.
- Perform other duties as assigned or required by upper management.

Qualifications, Education, & Experience

- High School Diploma or Equivalent
- No food & beverage experience required
- Strong verbal and written communication skills
- Maintain an up-to-date Texas Food Handlers License & Texas Alcoholic Beverage Commission's License
- Basic mathematic skills required
- Ability to lift up to 25lbs