



Lakeside Field Club

Pool & Tennis

5 Brookside Lane, P.O. Box 397, North Salem, New York 10560
914-298-7199 www.lakesidefieldclub.com

Lakeside Field Club is a family swim and tennis club located on Peach Lake in North Salem, NY which is open from the Saturday of Memorial Day weekend until Labor Day.

The **Snack Bar Manager** is responsible for performing a variety of duties within a fast food / snack bar establishment which may include completing customer transactions, cleaning the food or stock areas, assisting in the kitchen area, and maintaining inventory; performing all other responsibilities as directed by the Club or as assigned by management. This is a non-exempt position that reports jointly to the Club President and Club Manager.

Primary Responsibilities:

1. Purchasing of all food and beverage supplies, as per Club purchasing guidelines
2. Receiving/Picking up of all delivered food and beverage.
3. Daily inventory of all food and beverage.
4. Must be available during business hours with hands on approach in food service and concessions (6 days per week) Hours will vary.
5. Must be available for event nights. (I.E. Movie Night, Swim Meets, etc.)
6. Responsible for hiring and making Employee/Volunteers Schedules in coordination with the Club Manager.
7. Responsible for cash drawer at the end of the day, and coordinates obtaining coins and bills for change with Club Manager
8. Daily reports given to the Club Manager.
9. Weekly Profit and Loss given to the Club Manager and Board of Directors.

Specific Responsibilities and Tasks:

1. Greets customers and takes food orders; provides information about menus; looks for opportunity to "up-sell" products.
2. Operates cash register and receives payment from customer in cash or check, accurately counts and provides change to customers as required.
3. Cleans and stocks work area.
4. Assists with a variety of kitchen-related functions as needed.
5. Receives inventory, moves and lifts food and beverage products and supplies.
6. Ensures proper food handling procedures are followed including wrapping, labeling, dating, stocking, storing. Rotating and checking temperature of products.
7. Clean and sanitizes work station and equipment.



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Pre- Season Planning:

- Menu - Under the Direction of the Board of Directors, develop plans for:
 - A recommended menu and prices.
 - Design and produce the order form to be available on the opening day.
- Prepare the stockroom and inventory needs:
 - Food Products
 - Paper Products
 - Equipment
- Under the direction of the board of directors, identify equipment needs and work with the club manager to assure that needed equipment is in place and in working condition.
- Certifications:
 - Snack bar manager must be certified in ServeSafe sanitation.
- Employee Training.
 - Snack bar Manager conducts a training session of the snack bar employees.

Operations:

- Daily Operations
 - Snack Bar Manager is responsible for the operation of the snack bar consistent with overseeing employees in the areas of: Food preparation and handling, personal hygiene and cleaning and sanitation procedures inside on the food deck, ordering processing's, sales data into cash register, opening and closing procedures customer service, inventory stocking/reordering.
 - Equipment Cleaning/ Set Up
 - Snack bar manager is responsible for the proper cleaning of all food service equipment and work areas inside the building, assuring the Snack Bar complies with health codes.
 - Snack bar manager works with Assistants on properly cleaning the snack bar facility: set up/take down canopy's, trash removal, hosing down the deck, tables and chairs.
- Regular season:
 - Staff Meetings
 - Attend Weekly Meetings with the Club Manager and President.
 - Submit a weekly copy of staff schedules to the Club Manager and President.
 - Conduct a weekly meeting with the Snack Bar Staff.
- Hours (Approximate):
 - Early Season (5/25-6/14): Monday-Thursday 3-6 PM, Friday 11 AM – 7 PM, Weekend/Holidays 11 AM – 6 PM
 - Regular Season (6/15-9/5): *Monday-Thursday 11 AM-6 PM, *Friday 11 AM – 7 PM, Weekend/Holidays 11 AM – 6 PM. * Snack Bar open @ 8 AM during Swim Team Season



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Qualifications/Necessary Knowledge, Skills, and Abilities:

1. Must be at least 18 years old
2. Demonstrates the ability to interact with the public and coworkers in a friendly, enthusiastic and outgoing manner
3. Requires the ability to bend, twist, and stand to perform normal job functions
4. Requires the ability to lift/push objects weighing over 40 lbs.
5. Requires the ability to speak read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers.
6. Cash Handling and Customer Service experience preferred

Physical Demands:

1. Ability to lift at least 40 lbs.
2. Work is performed both indoors and outdoors, in all kinds of weather

Must have Reliable Transportation.