



Market Attendant

Classification: Hourly

Salary Grade: Exempt

Reports to: Market Manager and Market Attendant 2

Job Description: Market Attendant's main responsibility is working closely with the customer to determine their needs, answer their questions, and execute the correct solutions and services. The attendant is responsible for operating the POS, food preparation, meeting and greeting the members with a friendly and helpful mannerism, floor service and general food service.

Essential Job Functions:

- Opening shift will unlock doors
- Complete opening checklist
- Prep food for the daily service
- Stock shelves for the daily service
- Operate the POS
- Confirm the Member's name
- Taking food orders
- Preparing food orders in a timely manner
- Insure quality of prepared food and service
- Closing shift is responsible for securing and locking the building
- Completing the closing checklist
- Turning off all equipment
- Cleaning all Market stations throughout the day.
- Observation of all health codes as required by DHEC and OSHA

Competencies:

- Interact effectively with administration, staff, peers, and members
- Be able to follow directions
- Friendly, courteous and cooperative
- Must be able to multi-task
- Organized
- Patient

Supervisory Responsibility: Market Attendant does not have supervisory responsibility.

Work Environment: While working the duties of this job the employee is occasionally exposed to outdoor weather conditions. The work environment is friendly and professional and can be busy, fast-paced and energetic. Work environment is exposed to cleaning chemicals and solutions on a daily basis.

Physical Demands: Must be able to stand and exert fast-paced mobility for periods of up to 6 hours in length. Must have good sense of balance, be able to bend, kneel and have ability to frequently maneuver trays weighing up to 45 pounds. Server must have the ability to lift furniture, and banquet equipment. Must be able to walk and have full range of mobility.

Travel: No travel is expected for this position

Required Education and Experience: No prior experience is required

Additional Eligibility Qualifications: Must have dependable transportation. Market attendant must be at least the age of 16.

Work Authorization/Security Clearance (If applicable): Background checks and Pre-employment drug test are required.

Other Duties: Assist the Chef/Market Manager with prep when necessary. Work banquets when necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature: The employee is expected to uphold and follow all company policies and to act as an example in the adherence to the policies. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this explanation and job description:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Keowee River Club Golf, LLC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Keowee River Club Golf, LLC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Keowee River Club Golf, LLC conforms to the spirit as well as to the letter of all applicable laws and regulations.