



**Job Title:** Clubhouse Short-Order Cook  
**Department:** Public Properties  
**FLSA Status:** Non-Exempt, Hourly, Part Time  
**Revised Date:** 5/2/23 (Council Created)

### **Accountability**

Under the direction of the Public Properties Manager and Golf Shop Manager, respectively.

### **Job Summary**

Assists in the operation of the kitchen counter at the municipal nine-hole golf course clubhouse.

### **Essential Job Functions**

Organizes the opening and closing of the golf course clubhouse concessions; prepares and serves food and beverages; operates a cash register, issues receipts, and accounts for all cash received; cleans and maintains the kitchen area and equipment; orders, receives and verifies the delivery of kitchen products; fills stock and display receptacles with food items as needed; greets customers and provides professional customer service; may assist with serving alcoholic beverages; and assists with month end inventories and completes inventory reports.

### **Knowledge, Abilities and Skills**

Knowledge of safe work practices and food handling; liquor license rules and regulations; and best practices in inventory control. Ability to operate appliances in kitchen area; ability to prepare and serve short order food and drink; ability to assist Golf Shop Manager to complete stock orders, receive products, and verify their receipt; and ability to operate computer and cash machine with high degree of accuracy. Ability to stand for long periods of time and lift up to 50 pounds; and ability to work flexible hours with some morning, afternoon, evening, and weekend hours. Good oral and written communication skills required to effectively communicate on a daily basis with other City employees and the public, especially in situations where customers may be inebriated.

### **Education and Experience**

Graduation from High School or equivalent, plus one (1) or more years' experience in customer service or food handling preferred; Possession of a State of Nebraska Food Handler's Certificate preferred.

### **Special Requirements**

Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to operating a liquor license.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*