



# The City of Cleburne

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## **JOB DESCRIPTION: Golf Food & Beverage Cart Attendant**

PAY GROUP: Hourly (Seasonal)

OCCUPATIONAL CATEGORY: Service Maintenance

JOB TITLE: Cart Attendant

FLSA: Non-Exempt; Flexible: Seasonal

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### **OBJECTIVE:**

This is a non supervisory position that involves heavy customer service and contact with the public. This position will be responsible for the Golf Course cart food/beverage operation and sales.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Food & Beverage Manager; General Manager.
2. Directs: Does not supervise any employees.
3. Other: Has direct contact with general public, customers, golf course personnel, other City departments, managers, and vendors.

### **ESSENTIAL JOB FUNCTIONS:**

- Operate beverage cart on the golf course serving customers. This position is part-time and may work up to 30 hours per week. Scheduling will depend on demand, thus requiring flexibility in work hours and days, including weekends and holidays;
- Ability to interact in a fast paced environment, while maintaining a high level of friendly, courteous and efficient customer service;
- Maintain accurate inventory of food and drink supplies used on cart;
- Restock drink coolers and refrigerator;
- Maintain acceptable standards of personal hygiene and professional appearance;
- Follow safety regulations, reporting injuries or any unsafe conditions and work practices to supervision;
- Must arrive at work on time and must maintain a regular and reliable level of attendance;
- Must be able to lift up to 50 pounds and to carry large and heavy trays on a continuous basis throughout an entire event;
- Ability to work indoors/outdoors in extreme heat and sometimes in cold;
- Ability to operate motorized vehicle;
- Ability to perform a variety of cleaning duties and follow directions;
- Ability to bend, stoop, stretch, sit for extended periods of time and walk as needed;
- Mix and serve alcoholic and non-alcoholic beverages following standard recipes under TABC and City of Cleburne Policies;
- Collects payments, when applicable;
- Knowledge of event menu items and ingredients;
- Ability to correctly perform event table set-ups, including proper preparation and presentation;
- Ability to interact with event coordinators, following verbal and written instructions;
- Provide set-up, clean-up and break-down service for all events, including table service during events;

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- High school diploma or GED preferred;
- Must be 18 years of age or older;
- Must have sufficient math skills to handle making change basic mathematical skills and the ability to count change;

**CONDITIONS OF EMPLOYMENT:**

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

**CERTIFICATES AND LICENSES REQUIRED:**

A Valid Class C Texas motor vehicle driver's license.

Applicable food handling certification and TABC certification required.

***To apply for employment with the City of Cleburne:***

**In person:** 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

**Website:** [www.cleburne.net](http://www.cleburne.net)

**Email resume/applications for open positions to:** [hr@cleburne.net](mailto:hr@cleburne.net)

**The Public Library:** Access to the City's website and job openings is available through the Cleburne Public Library.

**Phone information:** 817-645-0915 or 817-645-0945