

**CLASS TITLE: Golf Course
Restaurant Cook/Counter Person**

DEFINITION:

This is a part-time position within the Great Hope Golf Course. An employee in this class provides food service/counter assistance to patrons at the golf course. The Restaurant Cook/Counter Person is under the supervision of the Restaurant Manager and under the direct supervision of the Somerset County Recreation and Parks Director. Must be 21 years of age to apply.

EXAMPLES OF WORK: (Examples are illustrative only)

- Responsible for prompt, efficient, and friendly service to customers.
- Opens and closes the restaurant.
- Prepares and sells food and drink products.
- Cleans restaurant area and equipment.
- Empties trash.
- Maintains bathroom facilities.
- Reports on the product inventory.
- Cleans, stocks and re-stocks products as they become depleted.
- Completes all duties as assigned.
- Responsible for abiding by and enforcing all Maryland Liquor Laws.
- Serves the public.
- Limited monetary responsibility.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to count money and to make change accurately.
- Ability to speak in a clear and understandable manner.
- Ability to establish and maintain an effective working relationship with other employees.
- Must be responsible and dependable.
- Ability to follow oral and written instructions.
- Ability to follow Somerset County Policies and Procedures.
- Ability to work flexible hours with some weekend and holiday work required.
- Ability to meet and deal effectively with the public, some of whom may be irate or unreasonable.
- Pleasing personality and leadership abilities required.
- Must provide own transportation.
- Ability to keep and maintain simple records.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Requires a simple, basic education to understand and follow standard procedures, use simple arithmetic and keep simple records with six months experience in restaurant work.
- Must be the required age to sell liquor to the public.

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REQUIRED LICENSES AND CERTIFICATES:

- Class C Drivers License.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Courses in restaurant management.

**ADOPTED:05/12/04
GRADE: 3**