



HAZELTINE NATIONAL GOLF CLUB

BEVERAGE HUT & TURN WINDOW STAFF

REPORTS TO: FOOD & BEVERAGE MANGER

SEASONAL POSITION

HAZELTINE GENERAL STANDARDS

- Know and understand the Hazeltine Mission Statement
- Understand the impact of your role on Hazeltine's Business Success
- Adhere to Standard Operating Procedures and instructions from Superiors
- Be counted on to deliver on commitments
- Take ownership in identifying/solving problems
- Take initiative to get things done, even when it's outside of the job description
- Continuously improve work quality and the capacity to take on more work
- Consistent in your work product, attitude and commitment to Hazeltine
- Courteous and respectful to members, guests and co-workers
- Elevate your co-workers through teamwork and cooperation
- Take workplace safety seriously for yourself and your co-workers
- Conduct yourself in accordance with Club policies as stated in the employee handbook (ie. Ethical standards, harassment, discrimination, drug free workplace, off-duty conduct and conduct at work)
- Arrive on time as scheduled and ready to work
- Maintain a personal appearance in line with Club policy, including uniform requirements
- Show a positive work attitude every day
- Show sound judgment and make good decisions at all times

POSITION SUMMARY/VALUE STATEMENT

The Beverage Hut & Turn Window position attends to the on-course food and beverage needs of Members and Guests while maintaining high Member satisfaction in accordance with Hazeltine National Golf Club's mission statement

KEY RESPONSIBILITIES

BEVERAGE SERVICE

- Stock and serve all on-course beverage items offered by the Club
- Comply with the law and only serve alcoholic beverages to those over the age of 21
- Ensure proper billing of all items and accurate Member numbers
- Relay any notes regarding special requests to Management

FOOD SERVICE

- Stock and serve all on-course food items offered by the Club
- Comply with all health code directives

CLEANLINESS/ORGANIZATION

- Maintains cleanliness and orderliness of designated work area and ensures that equipment and work areas are well maintained
- Keep storeroom area clean and orderly, rotating stock and incoming supplies
- Clean bathrooms in the Beverage Hut

SKILLS/QUALIFICATIONS

- Must be of legal beverage service age
- High School diploma preferred
- Must be able to stand for long periods of time (6-8 hrs)
- Must be able to lift up to 50lbs on occasion
- Some bending, twisting and squatting may be needed
- Adhere to appearance standards as described in the employee manual