



**JOB POSTING**

**Posting Open:** 01/25/2016

**Posting Closed:** 10/31/2016

**Department:** Indian Bluff

**Job Classification:** Concession Staff

**Employment Type:** Seasonal

**JOB DESCRIPTION:**

**See Attachment**

**Salary:** Minimum Wage

**PLEASE SUBMIT ALL APPLICATIONS TO:**

**Rock Island County  
Attn: Human Resources  
1504 Third Ave  
Rock Island, IL 61201  
Fax: 309.558.3587  
[applications@co.rock-island.il.us](mailto:applications@co.rock-island.il.us)**

## **JOB DESCRIPTION – CONCESSION STAFF**

General Duties – To serve customers food and beverage in accordance with State of Illinois, Rock Island County, and Indian Bluff GC standards in the Indian Bluff Clubhouse Concession Area, and the Outside Concession Stand (The Shack). To assist Clubhouse Attendant as needed in basic Clubhouse duties.

Qualifications – MUST BE 21 YEARS OF AGE, willingness to work as part of a team in a busy environment, ability to handle several duties at one time. Ability to take direction, work irregular shifts including evenings, early mornings, weekends, holidays. Willingness to learn or knowledge of the FORE! Reservations golf course POS system.

Applicants should be able to lift 25 pounds, walk/stand for prolonged periods of time, be able to work outside as needed, possibly in inclement weather.

This position reports directly to the Clubhouse Manager

### Job Duties:

- Serve Indian Bluff Customers Food, Beverage, Alcoholic Beverages
- Follow Alcohol serving procedures set by the State of Illinois, County of Rock Island, and/or Indian Bluff GC
- Acquire Food Handler's License if/when required by State or County
- Maintain proper stock levels of products served
- Maintain cleanliness of the concession stands both outside and inside the clubhouse
- Maintain the cash drawer for your scheduled shift
- Close out the cash drawer at the end of the shift
- Maintain cleanliness of the food eating areas in and around the Indian Bluff Clubhouse
- Maintain organization of concession areas

### Other Duties included, but not limited to:

- Clean restrooms on the Golf Course and/or Clubhouse
- Clean windows around the Clubhouse
- Sweep and Mop Floors
- Vacuum Floors
- Help re-stock concession product at the Clubhouse and outside concession stand, including pop machines
- Assist Customers when needed
- Other chores as directed
- Answering phones
- Schedule Tee Times in accordance to Indian Bluff policy