



## Freeport Park District

### Job Description

**Job Title:** Park Hills Golf Course Bartender/Kitchen Attendant

**Department:** Park Hills Golf Course

**Reports To:** Golf Course Manager/Golf Pro

**Starting Pay:** \$15.00 / hour

**SUMMARY:** Oversee food and beverage service at Park Hills Golf Course, including preparation, serving, and customer service, while ensuring safety, sanitation, and smooth daily operations.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet customers, take orders, and process payments accurately
- Prepare and serve food and beverages, including alcoholic drinks
- Maintain product availability, cleanliness, and compliance with Illinois Department of Health standards
- Open and close facilities; prepare end-of-shift cash reports
- Enforce Park District rules and report unsafe or unusual situations
- Assist with basic risk management tasks (15–20% of time)

#### QUALIFICATIONS

- Minimum 21 years old to serve alcohol; GED or working toward GED
- Experience with cash handling, point-of-sale systems, and beverage preparation preferred
- Ability to obtain BASSET certification and First Aid/CPR

#### SKILLS & ABILITIES

- Basic math and problem-solving skills
- Strong customer service and communication skills
- Ability to follow written and verbal instructions

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Indoor/outdoor setting with moderate noise; requires standing, walking, bending, and light physical activity and occasionally lifting up to 50 lbs.