



## JOB POSTING

Date of Notice: February 10, 2017

Position Title: **CADDIE COOK/CASHIER** – part-time

Job Location: Bandon Dunes - Caddie Complex

Position Reports To: Caddie Food Supervisor

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Road, Bandon, OR 97411  
Fax: (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Position Summary:**

Prepares food in accordance with resort recipes and standards.

### **Essential Duties and Responsibilities:**

- Cook and prepare food and beverage items as required.
- Clean and sanitize all equipment and utensils used.
- Restock all supplies and food product as required.
- Greet and serve guests with a smile and pleasant demeanor.
- Maintain cleanliness of the Caddie Food Center.
- Ensure all equipment is turned on in a timely manner and turned off at days end.
- Responsible for removing garbage at days end.
- Count and balance cash drawer and receipts at days end.
- Assure the efficient and timely submission of all required operational, financial, budgetary and related reports as required.
- Perform other duties as appropriate.

### **Qualifications:**

- High school diploma or equivalent required.
- 3 years applicable functional experience necessary, preferably in the golf industry.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.*

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