



JOB POSTING

Date of Notice: February 21, 2017

Position Title: **TURNSTAND ATTENDANT**
Old Macdonald Clubhouse

Job Location: Bandon Dunes Golf Resort

Position Reports To: Food & Beverage Supervisor

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Dr. Bandon, OR 97411
Fax: 541-347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Prepare for opening according to Company procedures including inspection for adequate supplies, procuring additional supplies as necessary.
- Greeting and serving guests with a smile and pleasant demeanor.
- Cooking and rotating hot dogs, brauts, etc.
- Handle all cash and credit cards as applicable from as prescribed by standard operating procedures.
- Advises supervisor of any complaints as soon as they occur.
- Performs side work, clean-up and closing duties as assigned.
- Maintaining cleanliness of the Turnstand and outside areas.
- Day-end counting and balancing cash drawer and receipts.
- Maintain daily inventory and records.
- Report tipping as required.
- Perform other duties as appropriate.

Minimum Qualifications:

- High school preferred.
- 1year server experience preferred.
- 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.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 10 lbs constantly

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

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