

Pine Mountain Lake Association Job Description

Job Title: Seasonal Lakeside Café Cashier
Job Code: 64
Department: Marina
Location: Marina
Reports To: Seasonal Lakeside Café Supervisor
FLSA Status: Non-Exempt
Prepared Date: 2/28/2025 sa/mw

SUMMARY

Greets patrons at window in a professional and courteous manor. Takes accurate orders and enters them into the Point of Sale (POS) system. Communicates professionally with Lakeside staff. Assists with beverage, snack and order service for guests and maintains kitchen, window, and patio area cleanliness. Good communication skills with other employees within the Lakeside Café.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Takes accurate orders in person.
- Operates cash register and prepares order tags.
- Must to at least 18 years or older and comply with all ABC regulations.
- Balances cash register.
- May be needed to assist with beverages, soft serve, and snack items.
- May be needed to assist with packaging and distributing orders accurately.
- Maintains the cleanliness of the patio/dining area of the Marina by wiping down tables, picking up litter and cleaning and stocking outside counter.
- Performs necessary restocking or set-up for next shift.
- Performs cleaning and sanitizing duties of the Lakeside Café as assigned.
- Performs opening and/or closing duties for Lakeside Café.
- Regular, punctual attendance is required.
- You may be scheduled weekends and holidays during the season.
- Performs other reasonable duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of property owners and guests.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure and American money.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

C.P.R. and first-aid training certification required. Responsible Beverage Service (RBS) certification upon hire. Food Handler Card or certification upon hire.

OTHER SKILLS AND ABILITIES

- Ability to operate specific equipment and tools
- Ability to use cash register
- Good communication skills (verbal, nonverbal and written)
- Must be able to multitask
- Ability to adjust to your audience
- Ability to work as a team member

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; manual dexterity to handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals and extreme heat.

The noise level in the work environment is moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.