

**Position Title:** Food & Beverage Department

**Main Functions:** The Food & Beverage department's main functions are to execute all food and beverage operations at Anthony Lakes including food preparation, presentation, serving, and clean up. The successful operation includes: daily food service, including any special program or event meals. The F & B Department is responsible safe, efficient, and friendly food operations.

**Reports To:** F & B Manager

**Duties:**

- Maintains a friendly professional demeanor, acknowledging guests with a smile
- Maintains awareness of and attention to guest services
- Maintains guest and worker safety consciousness with respect to job duties and responsibilities
- Adheres to cash handling procedures
- Operates, stocks, and cleans all equipment according to procedure
- Maintains a clean, safe, and organized kitchen, storage, serving, and eating areas
- Maintains fully stocked working and serving areas
- Prepares, displays, and stores food according to quality and quantity guidelines in a safe and attractive manner
- Washes trays, utensils, dishes, pots/pans, and equipment as needed
- Cleans up spills in service, seating areas, and kitchen, sweeping as needed
- Cleans and stocks condiment bar, beverage, and self-serve areas as needed
- Fills beverage machines with product and ice as needed
- Assist Janitor in removing full trash bags and recyclables to designated area
- Update menu and sign boards as directed
- Complies with all Anthony Lakes and department policies
- Performs all other tasks assigned

**Employment Requirements:**

- Prior food service experience preferred, but not necessary
- Ability to stand for long periods
- Ability to work in and effectively communicate in a fast-paced environment