

JULY 26, 2010

PUBLIC JOB NOTICE (WITH ONE DAY DEADLINE EXTENSION)

Applications for **PART-TIME/TEMPORARY BLACKBERRY TRAIL GRILLE OPERATOR IN THE PARK & RECREATION DEPARTMENT** will be received in the office of the Human Resources Director until 5:00 P.M., **AUGUST 9, 2010**.

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. The applications should be prepared following instructions in the letter given out with the application blank.

Application forms may be picked up in the Human Resources Director's office, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **AUGUST 9, 2010**.

RATE OF PAY: \$10.80 PER HOUR.

MUST BE AT LEAST 21 YEARS OF AGE AND HAVE A HIGH SCHOOL DIPLOMA.

MUST HAVE A MINIMUM OF TWO YEARS' EXPERIENCE IN A FOOD SERVICE BUSINESS.

MUST HAVE A MINIMUM OF TWO YEARS' EXPERIENCE IN A CUSTOMER SERVICE-RELATED JOB.

MUST BE ABLE TO WORK WEEKENDS AND HAVE A FLEXIBLE SCHEDULE. WORK IS FOR 30 – 40 HOURS PER WEEK DEPENDING ON COURSE USAGE, WEATHER, ETC.

MUST HAVE STRONG KNOWLEDGE OF FOOD PREPARATIONS AND HEALTH DEPARTMENT CODES.

*Applications may be used for 90 days if a similar vacancy occurs within this department.

***NOTE – ONLY STATUTORILY REQUIRED BENEFITS APPLY TO PART-TIME AND/OR TEMPORARY POSITIONS.**

***SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

Barry Brewer
Human Resources Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

CITY OF FLORENCE

Job Description

Job Title: Grille Operator	Department: Parks & Recreation
Immediate Supervisor: Golf Shop Manager	Section: Golf Course
Classification Level: Part Time-Temporary	Exempt Status: Non-Exempt

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Job Summary:

Performs duties to include, but not limited to, cooking, purchasing, operating cash register, cleaning, catering items necessary to operate a successful grille and keeping in line with health department guidelines. Hours are 30-40 per week depending on course usage, weather, etc. No benefits.

Essential Duties and Responsibilities:

1. Trains & educates grille staff and cart drivers on Grille standards and operations.
2. Supervises cooks and cart drivers; maintains schedules to cover all shift of operations.
3. Responsible for keeping food and labor costs within budget.
4. Maintains clean and safe working conditions in the kitchen and snack bar area while following health department guidelines.
5. Creates a fun and energetic environment.
6. Builds teamwork among staff.
7. Creates a pleasant experience for the patrons/golfers.
8. Operates cash register and submit balanced reports and deposits.
9. Opening and closing procedures.
10. Maintains proper and professional etiquette and appearance.
11. Requests supplies as needed, and submits budgetary needs to supervisor.
12. Assists in upkeep of the facility as needed.
13. Works with local food and beverage vendors.
14. Caters tournament events upon request of the event organizer.
15. Must be able to work weekends.

Supervision Required:

General supervision from Golf Shop Manager and Associate Manager.

Experience/Training/Licensing Required:

1. High school graduate.
2. Minimum of two years' experience in food services business.
3. Minimum of two years' experience in customer service related job.
4. Must be at least 21 years of age.

Required Knowledge, Skills, & Abilities:

1. Strong knowledge of food preparations and health department codes.
2. Strong knowledge & experience in food service operations.
3. Must possess strong communication skills, verbal and written.
4. Must possess strong skills in Customer Service / Public Relations
5. Ability to communicate well with supervisors, golf course staff.
6. Must be self-motivated; a self-starter.
7. Ability to maintain records and files and prepare reports.
8. Ability to resolve staff issues (scheduling, responsibilities, etc.)
9. Must possess good organizational skills.
10. Ability to work with tournament groups and events on catering needs.
11. Ability to operate grille equipment (stoves, ovens, etc.), cash register, and office equipment.
12. Ability to multi-task handling in-house customers, phone, vendors, etc.

Physical Demands (With or without reasonable accommodations)

Prolonged standing, walking, and/or bending. Must be able to lift 40lbs.

Equipment/Tools Used:

Grills, ovens, and other kitchen equipment; telephone, copier, fax machine, computer, vacuum cleaner, cash register, credit card machine, calculator, hand tools, ladder, mop, and broom.

Approved by: _____ Date Approved: _____

Page 2 of 2
Grille Operator

Job Title: Grille Operator Dept: Parks & Recreation

Today's Date: 10/28/09

REFERRAL SELECTION REQUIREMENTS

- 1 High School Graduate
- 2 Minimum 2 years experience in Customer Service related job
- 3 Minimum 2 years experience in the food service business.
- 4 Must be at least 21 years of age

Referral Selection Preferences:

Weighting

- | | | |
|---|---|----------|
| 1 | <u>Knowledge of health department codes and regulations</u> | <u>5</u> |
| 2 | <u>Cooking experience in restaurant or grille</u> | <u>5</u> |
| 3 | <u>Cashier experience.</u> | <u>4</u> |

4	<u>Catering experience</u>	<u>3</u>
5	<u>Marketing Experience</u>	<u>2</u>
6	<u>Supervisory experience</u>	<u>4</u>
7	<u>Record keeping: Cash register reports, inventory, etc.</u>	<u>2</u>
	Total	<u>25</u>

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

- 1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.**
- 2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.**
- 3. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:**

EDUCATION (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

SKILLS (Operating various kinds of heavy equipment, typing, computer skills, etc.)

KNOWLEDGE (Don't forget classes, hobbies, or self-study)

WORK EXPERIENCE (Don't omit volunteer work), and

RESIDENCY (Some positions require)

OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).

IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!

4. *The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.

5. *The best-suited applicant will be chosen for the position.
6. *If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.
7. *If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.

Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site (www.florenceal.org), or you can call us at 256-760-6360 to find out what positions are available.

Barry Brewer
Human Resources Director