



Position Title: Summer Snack Bar Attendant

Reports To: Snack Bar Manager

About Mercerwood Shore Club: Mercerwood Shore Club (MSC) is a private, relaxed, family style member-owned club located on a spectacular Mercer Island waterfront setting. Since 1953, the club has been bringing families together to enjoy a variety of activities for all ages, and our new clubhouse offers a modern, gorgeous space for families to enjoy year-round. Currently it is at capacity at 375 member families and has a robust a wait list. The Club's annual budget is \$1.8MM and supports programming throughout the year.

Summary of Position: The Summer Snack Bar Attendant is responsible for providing an outstanding environment and a clean, safe and efficient operation of the Club's snack bar. This is a part-time seasonal position that requires exceptional interpersonal skills, a hospitality-minded mentality, excellent organizational skills and attention to detail. The most successful candidate will bring experience in working with youth and adults. The Snack Bar Attendant performs a variety of functions, including customer service, the development and maintenance of new and current Snack Bar programming, and managing communication with parents, kids and staff.

RESPONSIBILITIES:

Membership Engagement:

- Set the tone for a positive and cooperative relationship with all Club members, guests and staff
- Take a proactive approach in meeting/greeting members, guests and staff and assessing Snack Bar needs
- Supports the initiatives of the Snack Bar Manager, General Manager, Programming Manager, Board of Directors and any appropriate member committees

Responsibilities:

- Make a commitment to working at MSC a priority and report to work on days assigned (shifts begin 15 minutes prior to start of operation)
- Determine and take action to solve problems with assistance as needed from Snack Bar Manager, Club Manager, and or Programs Manager
- Complete assigned tasks and other tasks that may be needed
- Attend necessary meetings and other related events, as assigned
- Assist in keeping accurate records of sales and product(s)
- Assist in the maintenance of grounds by picking up trash in and around the snack bar
- Assist in the maintenance of the snack bar by keeping an orderly and clean working environment

- Always be dressed appropriately – staff shirt, shoes, etc.... must be presentable
- Ensure good service to club members and guests by emphasizing cleanliness, responsibility and appropriate behaviors which fall in line with club policies and code of conduct

Qualifications:

- Possess or willing to get a King County Food Handlers Permit
- The snack bar attendant must always act in a professional manner. She/he is responsible for presenting a positive attitude, which clearly indicates his/her concern for the maintenance of the snack bar and surrounding facilities, and for the service of Club members
- Knowledge of handling cash and making change
- Current Red Cross CPR and First Aid is a plus
- Must be at least 14 years of age

Salary:

This position pays between \$14.56* to \$19.00 per hour

**The Washington State Department of Labor & Industries that employers may pay some workers less than the state minimum wage, including minors 14 to 15 years old (no less than 85% of minimum wage).*

MSC is an equal opportunity employer committed to diversity in all aspects of its programming and organization.