

Job Description: Food & Beverage Associate

Date:	Summer 2020
Title:	Food & Beverage Associate – Seasonal
Department:	Food & Beverage
Position Reports To:	Eatery Manager
Status:	Non-Exempt / Seasonal

Objective: To ensure prompt and courteous assistance to all people entering the Eatery. To be sure we understand the importance of health standards and the instructions of SDS sheets. To be sure we represent a world-class museum in manners and class.

Job Duties:

- Approach all customers with a greeting and smile.
- Assist customers with food purchases.
- Ensure all coolers and containers are adequately stocked with food.
- Assure all tables and counters are clean and free of dishes.
- Take dishes back to dish area, as needed.
- Clean floors with sweeper as necessary. Keep garbage containers empty.
- Count money before Eatery opens in the morning.
- Count out registers and record the information for the Accounting Department when Eatery closes each evening.
- Assist Food Services Supervisors with any food prep, as needed.
- Assist with any catering functions, as needed.
- Performs additional duties, either incidental or implied, consistent with the employee's background or training or which may be reasonably delegated as being in the best interest of the Center.

Standards of Performance:

- Helpful, friendly attitude.
- Ability to handle money.

Supervisory Responsibilities:

- None

Classification:

The position of Seasonal Food & Beverage Associate is a non-exempt classification and is eligible for overtime or compensatory time. In some instances, the normal work schedule may require that the prevailing forty-hour week be adjusted to ensure that necessary services are provided.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.