

HELP WANTED: Four Seasons Golf Course, Landisville is looking for a seasonal (approximately March-October) snack bar manager to run the food concession stand. We are looking for a take-charge personality, who enjoys interaction with customers. The successful applicant needs to be over the age of 18 with food service experience. Prior supervisory skills are a plus. Please submit resume or complete an employment application on or before February 17, 2012. Submit to the attention of Human Resources, East Hempfield Township, 1700 Nissley Road, P.O. Box 128, Landisville PA 17538. An employment application and job description are available at the Township office or online at [www.easthempfield.org](http://www.easthempfield.org). The Township is an equal opportunity employer.

TITLE: SNACK BAR MANAGER  
DEPARTMENT: GOLF COURSE

GENERAL SUMMARY: Under direction, manage day-to-day operations of the snack bar and assist Food and Beverage Manager with banquet functions; perform duties of Snack Bar Attendant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage day-to-day operations of snack bar; schedule staff to maintain adequate coverage of the snack bar; provide instructions to staff regarding upcoming golf outings; gather pricing information from vendors; order food and beverages for snack bar based on demand and pricing factors; inventory supplies, food and beverages; identify problems and make recommendations for improvement to Food and Beverage Manager.
2. Perform duties of snack bar attendant; prepare snack bar for daily opening; turn on electrical appliances, stock containers/bins for table condiments, sandwich makings and paperware; greet customers, take orders for food, prepare food in accordance with procedures, serve customer and accept payments.
3. Perform scheduled cleaning duties during slow business hours or at close of day; clean chairs, tables, ledges, pictures, shelves, windows, doors, stools and counter area on assigned day.
4. Prepare snack bar for daily closing; cover and put away food; wipe kitchen surfaces, tables, chairs and appliances; restock shelves and dispensers; wash dishes and utensils, scour sink, empty garbage, vacuum carpets.
5. Overall understanding basic math concepts with the expectation of performing the daily reconciliation of the cash draw.

JOB SPECIFICATIONS:

\*indicates developed after employment

Education/Employment: A high school diploma or equivalent along with any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is experience in the food and beverage business, demonstrated ability to oversee day-to-day operations of a snack bar, and the expectation of successfully completing the Department of Agriculture food certification classes.

Knowledge:

Thorough knowledge of government food handling and sanitation regulations.\*  
Thorough knowledge of department policies, practices and procedures.\*  
Thorough knowledge of food and beverage ordering and inventory practices.  
Advanced knowledge of Township policies and procedures.\*  
Advanced knowledge of supervisory principles and practices.  
Advanced knowledge of customer relations principles and practices.

Abilities:

Ability to apply supervisory principles to practical everyday situations.  
Ability to plan and organize tasks to meet shifting schedule demands.  
Ability to keep accurate records.  
Ability to greet the public in a friendly manner.  
Ability to demonstrate tact and patience when dealing with the public and snack bar customers.  
Ability to perform work without close supervision..  
Ability to count money and prepare accurate change.  
Ability to demonstrate physical fitness to include frequent light lifting (up to 15 lbs), standing for long periods of time, reaching, bending, pushing and pulling and occasional lifting of heavy lifting (up to 50 lbs).

Working Conditions:

Work is performed around kitchen appliances which could be hazardous if safety practices are not observed. Work frequently involves responding to angry, upset or frustrated individuals.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO:           Food and Beverage Manager  
FLSA STATUS:         non-exempt  
DATE:                   January / 2012

**EAST HEMPFIELD TOWNSHIP  
APPLICATION FOR EMPLOYMENT  
An equal opportunity employer**

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

PRESENT ADDRESS (STREET, CITY, STATE, ZIP) \_\_\_\_\_

TELEPHONE NUMBER (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

PLEASE CHECK PREFERRED STATUS:  
 Full-time     Part-time     Seasonal     No Preference     Other: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_

Are you over the age of 18?  yes     no    If no, state your age: \_\_\_\_\_

Are you willing to work overtime, if necessary?  yes     no

Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation?  
 yes     no

Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:

*Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.*

During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons?  yes     no

Do you have the legal right to work in the United States?  yes     no

**RECORD OF EDUCATION  
(LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)**

SCHOOL NAME	LOCATION	COURSE OF STUDY	DATES	DEGREE/CERT. RECEIVED
High School				
College			NA	
Graduate				

APPLICATION FOR EMPLOYMENT

### RECORD OF PREVIOUS EMPLOYMENT

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT, INCLUDE MILITARY SERVICE.)

PRESENT OR MOST RECENT EMPLOYER		POSITION HELD	
Name	From  To		
Street Address			
City, State, Zip	Ending Salary	Reason for leaving:	
Supervisor                      Telephone Number  (    )			

**DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? YES NO**

PREVIOUS EMPLOYER		MONTH & YEAR	POSITION HELD AND DUTIES PERFORMED
Name	From  To		
Street Address			
City, State, Zip	Ending Salary	Reason for leaving:	
Supervisor                      Telephone Number  (    )			

NEXT PREVIOUS EMPLOYER		MONTH & YEAR	POSITION HELD AND DUTIES PERFORMED
Name	From  To		
Street Address			
City, State, Zip	Ending Salary	Reason for leaving:	
Supervisor                      Telephone Number  (    )			

NEXT PREVIOUS EMPLOYER		MONTH & YEAR	POSITION HELD AND DUTIES PERFORMED
Name	From  To		
Street Address			
City, State, Zip	Ending Salary	Reason for leaving:	
Supervisor                      Telephone Number  (    )			

NEXT PREVIOUS EMPLOYER		MONTH & YEAR	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending Salary	Reason for leaving:
Supervisor	Telephone Number ( )		

If you are applying for a clerical position, indicate:

Typing speed:	Computer Operation: ___ yes ___ no	Kind:
Shorthand speed:	Word Processing: ___ yes ___ no	Kind:
Dictaphone: ___ yes ___ no	Spreadsheet: ___ yes ___ no	Kind:

If you are applying for a Public Works position, indicate:

Do you possess a Commercial Driver's License (CDL)? \_\_\_ yes \_\_\_ no

State: \_\_\_\_\_ Operator's number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your Driver's License been suspended or revoked in the last 5 years? \_\_\_ yes \_\_\_ no

If yes, please explain:

Please indicate most recent moving violation:

Date: \_\_\_\_\_ Violation: \_\_\_\_\_ State of incident: \_\_\_\_\_

List specialized training courses or on-the-job training you have received:

What type?	Who provided training?	Dates of training?	Location?

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

\_\_\_\_\_  
(Date) \_\_\_\_\_  
(Applicant's Signature)

cc: Employee Personnel File