# Clubhouse Coordinator

**Grade: 6**

**FLSA: Exempt**

**Date: 12/17**

**Job Summary:** Performs daily food service operations; coordinates and manages banquets and other special events; oversees other food service personnel; performs other duties as assigned.

**Essential Functions:**

1. Hires, trains, oversees and manages food service personnel on a daily basis;
2. Performs daily food service operations;
3. Ensures that food is prepared and delivered in compliance with acceptable sanitary and safety standards;
4. Orders food and beverages supplies;
5. Manages inventories;
6. Coordinate, schedules and supervises banquets and special events;
7. Responsible for daily cash handling, reporting of financial operations of the Riverview Restaurant; and petty cash account;
8. Responsible for all appropriate certifications for facility and staff;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to communicate effectively with staff and members of the public;
3. Ability to ensure that food is prepared and delivered in compliance with acceptable sanitary and safety standards;
4. Ability to supervise and organize subordinate staff;
5. Ability to prepare and maintain accurate inventories.

**Education and Experience:**

1. Associates degree;
2. Three years of job related experience, one of which should be at a supervisory level;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of light materials in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with kitchen and office equipment, and/or avoidance of trips and falls.

Employees may be required to use protective garments such as aprons and hairnets.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date