



DUNN LORING SWIM CLUB JOB DESCRIPTION SNACK BAR SUPERVISOR

Application Deadline: May 31, 2021

The Snack Bar Supervisor reports to the Pool Supervisor, the Personnel Committee and/or the DLSC Board of Directors. The Snack Bar Supervisor is responsible for serving food and drinks to Dunn Loring Swim Club members and their guests and for collecting payment for this service, but also for providing supervision and support of other Snack Bar Workers. This position sets the tone of a Member or Guest visit and thus represents a critical role in supporting the Member or Guest experience.

Given the important nature of this position and the high standards that Dunn Loring Swim Club expects of its employees, the Board of Directors reserves the right to dismiss a Snack Bar Supervisor at any point during the season for chronic lateness, conduct unbecoming a Dunn Loring Employee or other behavior or performance related issues that adversely impact Members, Guest and other Employees of Dunn Loring Swim Club.

A Snack Bar Supervisor must be at least 14 years of age. Candidates should possess skills in customer service and math. They should be reliable, courteous to members and guests, and able to collect and handle money appropriately at all times.

As the Snack Bar Supervisor, you will be expected to:

- Promote safety for all members and employees;
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Follow directions of the Manager-on-Duty; and Pool Supervisor;
- Provide supervision and support of other Snack Bar Workers;
- Review "Management Notebook (Log)" at the start of each shift and be sure to record necessary communications such as: Injuries/Accidents, Weather Conditions, Out of Stock Items, Equipment Problems, Workers NOT showing up or late more than 10 minutes, Spoiled or Damaged Food Items, and any other information you feel needs to be communicated;
- Be on time for your scheduled shift;
- Sell food and drinks;
- Collect cash for all sales, and provide correct change;
- Secure cash box, to include "cashing in" at the beginning of each shift and "cashing out" at the end of each shift;
- Keep the Snack Bar clean;
- Wipe down picnic tables and pickup any spills and trash items around the outside areas of the Snack Bar and picnic table area;
- Continually check to ensure "ALL FREEZERS and REFRIGERATION UNITS" are working properly and doors are fully and securely shut;
- Re-stock drink coolers to ensure that an adequate supply of cold drinks are available;
- Agree to drug testing if requested; adhere to and enforce the ban on all firearms or weapons on DLSC property;
- Other duties as assigned.