



JOB POSTING

Date of Notice: January 4, 2019
Position Title: **CADDIE CASHIER/COOK**
Job Location: Caddie Complex
Position Reports To: Caddie Café Supervisor
Application Closing Date: Until Filled
Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon, OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Greet and serve guests with a smile and pleasant demeanor.
- Handle all cash as prescribed by standard operating procedures.
- Cook and prepare all required food and beverage items with established portions and presentation standard.
- Ensure that assigned work areas and equipment are clean and sanitary according to Company standards and state and local health and safety regulations.
- Maintain neat professional appearance and observes personal cleanliness rules and sanitation standards at all times.
- Restock all supplies and food product as required. Cover, date and neatly store all leftover products that are re-usable.
- Ensure all equipment is turned on in a timely manner and turned off at days end.
- Performs side work, clean-up and closing duties as assigned.
- Day-end counting and balancing cash drawer and receipts.
- Assist in putting away deliveries, cleaning coolers, freezers and storage areas as needed.
- Perform other duties as appropriate.

Minimum Qualifications:

- High school diploma or equivalent required.
- 3 years applicable functional experience necessary, preferably in the golf industry.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Perform mathematical calculations involving fractions, decimals, and percentages.
- Retrieve, read and interpret information from technical sources.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time.
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 10 lbs constantly.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a complete application and optional cover letter and resume to the address shown above. Complete position description available upon request.

Bandon Dunes is an Equal Opportunity Employer