



# HIRING NOW

Currently accepting application for the  
following positions:

## **GOLF COURSE SERVER**

**\$12.00 per hour**

**Temporary, part time position. Must be  
21 years of age and hold a valid driver's  
license. No benefits included.**

**Applications and job descriptions  
available at City Hall, 525 6th Street.**

**775-752-3355**

**OPEN UNTIL FILLED**

**The City of Wells is an equal opportunity employer.**



## Golf Course Server

**FLSA Status:** Non-Exempt

**Created:** 2/29/24

**Safety Sensitive:** Yes

**Last Revised:** 2/29/24

**DEFINITION:** Under direct supervision, performs basic food preparation duties in a correctional, residential, instructional, or similar setting. Also cleans food preparation areas, dining areas, and associated equipment as required.

**DISTINGUISHING CHARACTERISTICS:** This is the entry level position within the Food Service Worker Series. Incumbents perform a variety of food preparation and kitchen and dining area cleaning assignments. This is a part-time, temporary position at the Golf Course Club House.

### ESSENTIAL FUNCTIONS:

1. Washes, slices, chops, grates, and peels fruits, vegetables, meats, cheese, and other food items.
2. Measures and mixes ingredients according to recipes, specific instructions, and established procedures.
3. Assists in preparing breads, rolls, buns, cakes, and other bakery items as assigned.
4. Takes orders and serves customers.
5. Assists with menu planning.
6. Cleans food preparation areas, dining areas, and associated equipment.
7. Receives payment for food, operates a cash register, and prepares deposits.
8. Assists with maintaining inventory and ordering supplies.
9. Operates various types of powered kitchen equipment such as choppers, slicers, mixers, and dishwashers according to established health and safety procedures.
10. Serves food by placing predetermined portions on trays or in insulated containers.

### QUALIFICATIONS FOR EMPLOYMENT:

#### *Knowledge of:*

- Food preparation methods and procedures;
- Dining hall set-up;
- Fire and safety hazards related to food preparation, meal service, and operation of kitchen equipment;
- Health and sanitation regulations pertaining to food preparation; and
- Cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils, and equipment.

#### *Skill to:*

- Operate various types of standard powered kitchen equipment such as choppers, slicers, mixers and dishwashers; and
- Read, write, and follow oral and written instructions.

*Ability to:*

- Make simple arithmetical calculations to extend recipes;
- Clean kitchen/dining areas including sweeping, mopping, and vacuuming floors;
- Serve meals using established portion control; and
- Follow recipes and food preparation directions.

***Required Certifications and Licenses:***

Must be twenty-one (21) years of age or older and able to obtain a Bar Card.

Must hold a valid Nevada Driver's License.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

One year of experience in food preparation and service.

***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and ability to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. Ability to comprehend verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Strength and ability to lift up to 50 pounds at times.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed