SUMMARY:
This position is comprised of various positions within the Food & Beverage industry. Such positions include concession stand cashiers and line workers, as well as bartenders and bar backs. Looking for individuals to work any of these positions on a part-time, event driven basis. Work shifts will primarily occur on weekday evenings and on weekends. No set hours per week are guaranteed.

Food & Beverage Event Staff will work not only at the Houma-Terrebonne Civic Center but also at the Bayou Country Sports Park as needed.

OTHER REQUIREMENTS:
1. Summary of job descriptions attached for skills needed.

EDUCATION/EXPERIENCE:
1. Looking for individuals with previous experience in the Food & Beverage industry.
BAR BACK
GRADE 101
JOB DESCRIPTION:
- Sets up bar station as required for event using HTCC checklist to prepare for business.
- Acts as runner during event, restocking bar items, glasses, ice product as needed.
- Assist co-workers in cleaning bar area, returning unsold product, roll outs to kitchen area after event.
- Assist in other areas as needed or directed.
- Reports to the Kitchen/Concessions Supervisor or Designee.

BARTENDER-CASHIER
GRADE 101
JOB DESCRIPTION:
- Must have a current BAR & TAM Card to work in this position.
- Requires basic knowledge of mixing and serving drinks.
- Sets up bar station as required for event using HTCC checklist to prepare for business.
- Counts bank as assigned at start of shift. Does not allow anyone to operate their assigned register. Initials tape whenever leaving station during shift.
- Is always friendly and courteous to guests. Refers any problems with a guest to supervisor.
- Ability to operate a register, collecting monies from guest for products ordered, giving correct change.
- Is alert at all times, paying close attention to guests being serviced, adhering to all Federal, State, and Local laws regarding alcohol service.
- Should not serve anyone who appears intoxicated.
- May or may not be able to receive tips, depending on the event. In any situation, inappropriate solicitation of tips from our guest will not be tolerated.
- Completes the cash audit sheet with Supervisor at end of shift.
- Assists co-workers in cleaning bar area, returning unsold product, roll outs to kitchen area after event.
- Assist in other areas as needed or directed.
- Reports to the Kitchen/Concession Supervisor or Designee.

CONCESSION CASHIER
GRADE 101
JOB DESCRIPTION:
- Must have a current BAR & TAM Card to work in this position.
• Sets up Concession areas, stocking beverage coolers, filling popcorn boxes, bringing food items and warmers from the kitchen, filling ice bins, etc. to prepare for business.
• Counts bank as assigned at the start of shift. Does not allow anyone to operate their assigned register. Initials tape whenever leaving the station during the shift.
• Is always friendly and courteous to guests. Refers any problems with a guest to supervisor.
• Ability to operate a register, collecting monies from guest for products ordered, giving correct change.
• Is alert at all times, paying close attention to guests being serviced, adhering to all Federal, State, and Local laws regarding alcohol service.
• Assists line workers in preparing gathering food and beverage items as ordered by customers to fill their orders.
• Completes the cash audit sheet with Supervisor at end of shift.
• Assists co-workers in cleaning, restocking, closing Concession areas after events.
• Assist co-workers in returning unsold food product, warmers, and utensils to kitchen.
• Assist in other areas as needed or directed.
• Reports to the Kitchen/Concession Supervisor or Designee.

CONCESSION LINE WORKER
GRADE 101
JOB DESCRIPTION:
• Sets up Concession areas, stocking beverage coolers, filling popcorn boxes, bringing food items and warmers from the kitchen, filling ice bins, etc. to prepare for business.
• May or may not serve as or assist cook for the event.
• Assists cashiers in preparing gathering food and beverage items as ordered by customers.
• During events, communicates to kitchen if more products are needed.
• Serves as runner to travel back and forth to kitchen to restock product during event.
• Assists co-workers in cleaning, restocking, closing Concession areas after events.
• Assist co-workers in returning unsold food product, warmers, and utensils to kitchen.
• Assist in other areas as needed or directed.
• Reports to the Kitchen/Concession Supervisor or Designee.

OTHER REQUIREMENTS
• Jobs at times require lifting over 50 pounds and standing for long periods of time.

UNIFORM REQUIREMENTS-ALL POSITIONS
Pants: Black pants that fit at the waist. Belts are to worn if pants are designed for one.
Shoes: Black, non-slip, closed-toe shoes designed for active wear. Athletic shoes may be worn if they are black.
Shirts: Banquet Service-White long sleeve, collared dress shirt tucked at waist.
Concession Service-White collard dress or polo style shirt tucked at waist.
Hair: Long hair must be pulled up or back.
Other: No excessive jewelry. No facial or tongue jewelry, clips, bars or studs.