



JOB DESCRIPTION:

CITY OF TRAVERSE CITY

Hickory Hills Food & Beverage

POSITION SUMMARY

Under the general supervision of the Hickory Hills Manager or other designated staff, this position involves operating various food service equipment, preparing and serving food, and maintaining a clean, sanitary, and safe work environment.

RELEVANT DETAILS

Temporary/Seasonal, any day of the week/wknd, typical ski time hours, \$16-\$21 per hour.

APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov
Application link: [Application](#)



ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs a variety of duties that required food and beverage knowledge
2. Prepare for anticipated demand; this includes stocking work area with daily needs
3. Ensure that products to be served in work area are prepared and ready for service in time for opening each day
4. Keep work area clean throughout the day. This includes all food service counters, floors walls, coolers, storerooms, bussing and restrooms as required.
5. Responsible for various duties such as conducting inventory, cash handling procedures, opening and closing procedures

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Knowledge and ability to provide excellent Customer Service
- Ability to coordinate and accurately manage multiple tasks
- Working skill in performing mathematical computations rapidly and accurately
- Working skill in learning and following food and beverage policies and procedures
- Ability to detect errors, determine cause and make corrections
- Ability to problem solve and to think critically
- Ability to establish and maintain positive and effective working relationships with staff and represent the Department/City in a positive, courteous, professional and friendly manner with all internal and external customers at all times

PHYSICAL DEMAND and WORK ENVIRONMENT

This position requires frequent standing, walking, bending, and reaching throughout the shift. Employees must be able to lift, carry, and move items up to 25–50 pounds, and occasionally heavier with assistance. Tasks may involve repetitive hand and arm movements, as well as working in a fast-paced environment. The work environment includes exposure to hot surfaces, steam, ovens, fryers, and potentially slippery floors. Employees will work indoors in a commercial kitchen setting, maintaining high standards of cleanliness and food safety while interacting with co-workers and customers. The role may require evening, weekend, and holiday shifts depending on business needs.

Traverse City is an Equal Opportunity Employer