



DEPARTMENT: HOSPITALITY

POSITION: Beverage Cart Attendant

Status: Part-time (non-exempt)

Work Schedule: Typically, Monday – Friday; including some weekends and holidays

Hourly rate: \$9.00 - \$13.00 per hour Non-Exempt

This is an essential position to Columbus Airport.

Reports To: Hospitality Supervisor

JOB SUMMARY

The Beverage Cart Attendant position will be responsible for providing prepackaged food and beverages to passengers, vendors, tenants and employees during their visit to the terminal/airport. Provides customers with professional, prompt and friendly service throughout their visit providing a positive first impression of their hometown airport. Attendants are required to clock in on time during scheduled shift, be in clean, neat uniform, and wear visible badge at all times. Hair past collar length must be restrained and no gum chewing. Responsible for assisting with vending machine inventory by ensuring that the supply is sufficient and reporting deficiencies to the Hospitality Supervisor.

The attendant will be responsible for the cleanliness of Columbus Airport's Propeller's Sky Bar cart and concessions area by maintaining the cleanliness and sanitation of common areas including collecting trash, wiping down tables and chairs, sweeping and mopping. The hospitality schedule is part time, including some weekends and holidays.

Beverage Cart Attendant works under a firm schedule determined by the commercial airline flight schedule and will be assigned duties by the Hospitality Supervisor. Beverage Cart Attendants are required to work as part of a team or with no direction for afternoon and evening schedules.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform daily opening and/or closing inventory. Inventory sheets must be dated, signed and turned in with closing paperwork.
- Must check with Hospitality Supervisor before leaving the property.
- Maintain an inventory sheet that reflects daily sales.
- Check expiration dates on food and beverage products in beverage cart storeroom.
- Rotate and organize products and inform Supervisor to order new product when necessary.
- Confirm cart is fully operational and functioning properly before starting service.
- Keep beverage cart, tables, chairs and common areas clean at all times.
- Serve alcoholic beverages in accordance with Georgia Law.
- Keep beer coolers and snack clips clean, organized and full.
- Must be available to work on major holidays.
- Must attend hospitality meetings and any training classes.

- Follow all Safety guidelines.
- Set up and/or breakdown beverage cart if opening or closing.

MINIMUM ACCEPTABLE QUALIFICATIONS

High School Diploma or GED. Certification in one or more trades. At least one year of related experience in performance in concessions. Must be eligible to receive an ABC card to serve alcohol. Must be over 21.

KNOWLEDGE, SKILL, & ABILITIES:

- Attention to detail and organization.
- Ability to understand and carry out verbal & written instructions.
- Ability to work weekends, holidays, afternoons and nights.
- Ability to perform light physical tasks, exerting up to 10 lbs.
- Ability to count cash drawers and count inventory items.
- Ability to perform such activities as grasping, lifting, reaching, walking, carrying and standing for long periods of time.

PHYSICAL DEMANDS

Work requires continuous and moderate physical exertion including standing and regular lifting. Must be able to lift at least 10 pounds and have the ability to bend, reach and pull.

Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to reasonably accommodate individuals with a disability.

Applicant must satisfy a criminal background check, drug screen and have a valid I.D.

I have read and understand the duties and responsibilities for which I would be responsible, as well as the minimum requirements for this position. I am aware of my duties and responsibilities set forth in this job description and that I am employed in an “at will” capacity.

Employee Signature

Date