



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Food & Beverage Event Staff (**Part-Time Temporary**)  
**DEPARTMENT.....:** Houma-Terrebonne Civic Center  
**DIVISION.....:** Business Department  
**CLASSIFICATION/GRADE.....:** Food & Beverage Event Staff /101  
**REVISED.....:** 12/2016  
**REPORTS TO.....:** Concession/Kitchen Supervisor  
**REVIEWED.....:** 12/2016  
**WAGES.....:** Hourly

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### **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.

### **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.

**HOUMA-TERREBONNE CIVIC CENTER  
FOOD & BEVERAGE DEPARTMENT  
PART-TIME FOOD & BEVERAGE**

**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.