



CITY OF FLORENCE, ALABAMA

JOB NOTICE *Human Resources / Benefits Department* **February 27, 2012** **Public Job Posting**

Applications for **TWO PART-TIME TEMPORARY GRILLE WORKERS IN THE CITY OF FLORENCE PARKS & RECREATION DEPARTMENT** for the summer of 2012 will be received in the Office of Human Resources until 5:00 P.M., **JULY 31, 2012**. Application forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **JULY 31, 2012**.

Although this job notice will remain open until July 31, 2012, the two employees hired under this notice will be selected prior to **APRIL 2, 2012**. Initial screening of applications will begin on or about **MARCH 15, 2012**. Later hiring will be limited to filling vacancies that may occur or to meet additional requirements, which is expected to be limited.

HOURLY RATE: \$8.6490 per hour

JOB SUMMARY: THE PART-TIME/TEMPORARY GRILLE WORKER IS RESPONSIBLE FOR COOKING, OPERATING CASH REGISTER, MAINTAINING CLEAN AND SAFE WORKING CONDITIONS, AND FOLLOWING HEALTH DEPARTMENT GUIDELINES. **SPECIFIC DUTIES INCLUDE:** COOKING AND PREPARING FOOD AS IDENTIFIED ON THE MENU; OPERATING CASH REGISTER AND SUBMITTING BALANCED REPORTS AND DEPOSITS AS NEEDED; MAINTAINING PROPER AND PROFESSIONAL ETIQUETTE AND APPEARANCE; REQUESTING SUPPLIES AS NEEDED; ASSISTING IN UPKEEPING FACILITIES; WORKING WITH LOCAL FOOD AND BEVERAGE VENDORS; AND, CATERING TOURNAMENTS AND OUTINGS AS REQUIRED.

MUST BE ABLE TO WORK FLEXIBLE SCHEDULE, INCLUDING WEEKENDS AND HOLIDAYS.

MUST BE 21 YEARS OF AGE.

Prior to preparing an application, all prospective applicants are advised to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder.

Robert S. Steen
Interim Human Resources Director