

Email completed applications to: [employment.umswimclub@gmail.com](mailto:employment.umswimclub@gmail.com)

Application Deadline 4/8/2020



## Upper Moreland Swim Club

## Gator Grille Application 2022

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
Number \_\_\_\_\_

Phone \_\_\_\_\_

### Desired weekly hours:

- Part Time (15-25 hours)
- Full Time (26-35 hours)

**Position of interest-** Rank the following positions with 1 being the most desired. If you would NOT like to be considered for a certain position, please leave blank. Upon hire, employees will agree to all requirements outlined in their positions' job description (s). Please see attached pages for descriptions/requirements of each position.

Front Counter \_\_\_\_\_

Line Cook \_\_\_\_\_

Gator Grille Lead \_\_\_\_\_

### Previous Experience:

Have you worked at UMSC in the past?      Y      N      For how many years. \_\_\_\_\_

### Other work-related experiences:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference:** Please do not list any relatives.

Name \_\_\_\_\_ Current Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*The Upper Moreland Swim Club is an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation.*

*All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.*



# Upper Moreland Swim Club

## Gator Grille Line Cook

### Minimum Qualifications

- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before Opening day.
- 15 years of age by Memorial Day
- Preferred ServSafe Certified by Memorial Day 2022, but will allow additional time if needed to complete

### Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

### Duties and Responsibilities

- Punctual, reliable, and responsible
- Problem solving and quick decision-making abilities
- Available to work a variety of hours, days, and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards.
- Communicate effectively and professionally with co-workers and supervisors
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Communicate effectively and professionally with staff about rotation and assure that staff members are adhering to rotation and receiving appropriate breaks
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures, and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Maintain and organize inventory utilizing the first in, first out method
- Ability to remain calm under pressure and prioritize needs
- Responsible for ensuring all areas of the kitchen, food prep and storage areas are clean and properly sanitized
  - Washing dishes and cooking equipment
  - Cleaning floors
  - Sanitizing countertops and cutting boards
  - Maintaining all areas to health code standards



- Responsible for ensuring the outside of Gator Grille are clean and presentable to meet UMSC expectations
- Learn the menu and have knowledge of the food and drinks offered
- Maintaining a clean and professional appearance
- Possess basic knife handling skills as required during food preparation  
(Continuation of Gator Grille Lead)
- Preparation of meats, poultry and other food items for cooking utilizing kitchen equipment
- Operation of kitchen equipment (grill, fryers, ovens, etc...)
- Disposal of trash in the dumpster on a regular basis and maintaining clean trash cans
- Adhere to COVID policies and standards as outlined in the UMSC COVID protocols and procedures
- Reports to Gator Grille Lead(s)

## **Job Summary**

The Line Cook is in charge of preparing food and setting up other necessary supplies. They make sure everything has been set up correctly before starting work. They use specialized kitchen tools to prepare essential ingredients and create a finished product. The Line Cook will report directly to the Lead with any suggestions, concerns, or feedback.



# Upper Moreland Swim Club

## Gator Grille Lead Part time OR Full time

### Minimum Qualifications

- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before Opening day.
- 18 years of age by Memorial Day
- Preferred ServSafe Certified by Memorial Day 2022, but will allow additional time if needed to complete

### Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to lift/carry up to 50 pounds with the help of a cart/wagon

### Duties and Responsibilities

- Punctual, reliable, and responsible
- Problem solving and quick decision-making abilities
- Available to work a variety of hours, days, and shifts, including weekends and holidays
- Dress and appearance are consistent with UMSC standards.
- Communicate effectively and professionally with co-workers and supervisors
- Communicate and enforce all UMSC and pool policies and rules in a personable and professional manner
- Communicate effectively and professionally with staff about rotation and assure that staff members are adhering to rotation and receiving appropriate breaks
- Attend and participate in orientation and regular in-service training
- Knowledge of on-site protocols, operational procedures, and safety policies
- Knowledge of protocols for providing on-site medical assistance
- Recognize and respond effectively in emergency situations by activating the Emergency Action Plan (EAP)
- Manages delegation of daily tasks and supervises completion
- Knowledge and ability to follow opening and closing procedures for the Gator Grille
- Oversight of gator grille personnel and overall operations
- Maintain and organize inventory utilizing the first in, first out method
- Ability to remain calm under pressure and prioritize needs
- Responsible for ensuring all areas of the kitchen, food prep and storage areas are clean and properly sanitized
  - Washing dishes and cooking equipment
  - Cleaning floors
  - Sanitizing countertops and cutting boards
  - Maintaining all areas to health code standards



- Responsible for ensuring the outside of Gator Grille are clean and presentable to meet UMSC expectations
- Learn the menu and have knowledge of the food and drinks offered
- Maintaining a clean and professional appearance
- Ability to conduct cash or credit card transactions with customers
- Retrieve and count cash from the business day for daily deposits
- Possess basic knife handling skills as required during food preparation
- Preparation of meats, poultry and other food items for cooking utilizing kitchen equipment
- Operation of kitchen equipment (grill, fryers, ovens, etc...)
- Disposal of trash in the dumpster on a regular basis and maintaining clean trash cans
- May be asked to travel for product pickup from various vendors
- Adhere to COVID policies and standards as outlined in the UMSC COVID protocols and procedures
- Reports to Board of Director Snack Stand Committee Lead.

## **Job Summary**

The Lead will be responsible for the daily operation of the Gator Grille. They direct staff to ensure that the members have a great experience and are satisfied with their experience. The lead will be ensuring all equipment is maintained, cleaning and safety protocols and procedures are followed, maintain appropriate inventory and ensuring all scheduling is complete in advance.



# Upper Moreland Swim Club

## Front Counter Position- Part time OR Full time

### Minimum Qualifications

- Completion of Criminal Record Check and a Child Abuse History clearance; must be presented before Opening day.
- 15 years of age by Memorial Day

### Physical Demands

- Ability to react to emergency situations with quick movements, strenuous activity, and, on occasion, assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time outside during summer months (Memorial Day- Labor Day)
- Ability to lift/carry up to 25 pounds with the help of a cart/wagon

### Duties and Responsibilities

- Availability to work the day, evening and weekend shifts
- Understand and commit to arriving on time for scheduled shifts
- Ability to remain calm under pressure and prioritize needs
- Learn the menu and have knowledge of the food and drinks offered
- Ability to conduct cash or credit card transactions with customers
- Knowledge and ability to follow opening and closing procedures for the Gator Grille
- Maintain the outside of Gator Grille and ensure it is clean and presentable to meet UMSC expectations
- Disposal of trash in the dumpster on a regular basis and maintaining clean trash cans
- Responsible for ensuring all areas of the kitchen, food prep and storage areas are clean and properly sanitized
  - Washing dishes and cooking equipment
  - Cleaning floors
  - Sanitizing countertops and cutting boards
  - Maintaining all areas to health code standards
- Adhere to COVID policies and standards as outlined in the UMSC COVID protocols and procedures
- Reports to Gator Grille Lead(s)

### If Lead Approved:

- Follow ServSafe and Department of Health guidelines for food preparation and storage
- Ability to operate kitchen equipment
- Retrieve and count cash from the business day for daily deposits
- Possess basic knife handling skills as required during food preparation