

UPPER MORELAND SWIM CLUB
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Application Deadline
4/19/2026



2026 EMPLOYMENT APPLICATION

GATOR GRILLE

Please PRINT all information as requested

NAME: _____

BIRTHDATE: _____

ADDRESS: _____

PHONE NUMBER: _____

Email Address: _____

Desired Weekly Hours (Circle One):

Part Time Hours (10 - 25 Hours)

Full Time Hours (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.

Positions Available:

Gator Grille Manager: _____

Gator Grille Lead: _____

Line Cook: _____

Front Counter: _____

Previous Experience: _____

Have you worked at UMSC in the past?

Y / N

For how many years?

Other work-related experiences: _____

Reference (Non-relatives):

Name: _____

Current Position: _____

Phone Number: _____

Relationship to Applicant: _____

Signature of Applicant _____

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 Manager (15-25 Hours per Week)

Position Overview

The Gator Grille Manager is responsible for the day-to-day operation of the Gator Grille and serves as the on-site leader for food service operations during assigned shifts. This role is critical to the overall member experience and requires professionalism, sound judgment, and the ability to lead independently in a fast-paced, seasonal environment.

In addition to managing daily operations, the Manager is responsible for training staff in efficient, consistent operating practices to ensure the Gator Grille runs smoothly even when the Manager is not present.

The Manager oversees staff, ensures food safety and sanitation standards are met, maintains inventory and cash controls, and enforces club policies in a respectful and consistent manner. This position reports to the Vice President.

Minimum Qualifications

- Must be 18 years of age or older by Memorial Day
- Completion of Criminal Record Check and Child Abuse History Clearance prior to opening day
- ServSafe Manager Certification (strongly preferred by Memorial Day 2026; must be obtained if not already certified)
- 2+ years of supervisory or management experience in food service, hospitality, concessions, or a similar environment (strongly preferred)
- Strong communication, leadership, and problem-solving skills

Preferred Experience & Profile

- Experience working in a member-based club, pool, or seasonal operation
- Proven ability to supervise seasonal staff
- Demonstrated ability to teach, reinforce, and sustain operational efficiencies
- Comfortable working independently with limited day-to-day oversight
- Confident interacting with members, families, and club leadership
- Experience with inventory management, cash handling, and vendor coordination

Key Responsibilities

Leadership & Operations

- Serve as the on-site leader for Gator Grille operations during assigned shifts
- Train staff in efficient workflows, food preparation standards, and service expectations
- Establish consistent operating practices so staff can perform effectively in the Manager's absence
- Observe staff performance and provide real-time coaching and corrective guidance
- Create and manage staff schedules based on business needs
- Maintain a calm, professional presence during high-volume periods
- Ensure opening and closing procedures are followed consistently

Staff Management

- Communicate expectations clearly and enforce club policies consistently
- Monitor staff rotation and ensure required breaks are provided
- Address minor performance issues in real time and escalate concerns as appropriate
- Attend and participate in orientation and in-service training

Food Safety & Sanitation

- Ensure all kitchen, food prep, storage, and service areas meet health and safety standards
- Oversee cleaning and sanitation, including dishes, equipment, floors, counters, and cutting boards
- Maintain a clean, organized, and presentable Gator Grille and surrounding area

- Follow and enforce all safety protocols and Emergency Action Plans (EAP)

Inventory, Cash & Equipment

- Maintain and organize inventory using FIFO (first in, first out) method
- Coordinate product pickup from vendors as needed
- Operate kitchen equipment safely (grill, fryers, ovens, etc.)
- Process cash and credit card transactions accurately
- Retrieve, count, and secure daily cash for deposit

Member Experience

- Enforce UMSC and pool policies in a professional and personable manner
- Resolve routine member concerns independently and escalate issues when necessary
- Maintain a clean, professional appearance consistent with UMSC standards

Decision-Making Authority

- Manage day-to-day staffing adjustments
- Reinforce operating standards and efficiencies across all shifts
- Address routine operational and staff issues
- Resolve minor member service issues within established guidelines
- Escalate safety, disciplinary, or policy concerns to club leadership

Physical Requirements

- Ability to remain alert and active while standing, walking, or working outdoors for extended periods
- Ability to lift or carry up to 50 pounds with assistance (cart/wagon)
- Ability to respond quickly in emergency situations

Seasonal Commitment

- Reliable availability throughout the full pool season
- Willingness to work weekends, holidays, and peak traffic periods
- Consistent attendance and punctuality are essential

The Gator Grille Manager plays a key role in ensuring a safe, welcoming, and well-run environment for Upper Moreland Swim Club members and their families. This position requires maturity, accountability, and the ability to build systems that allow the Gator Grille to operate efficiently beyond the Manager's physical presence.



Upper Moreland Swim Club

Lead / Jr. 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 2026, 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
- 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

Line Cook- 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
- Preferred ServSafe Certified by Memorial Day 2026, 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
- 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

- Reports to Gator Grille Lead(s)

Job Summary:

- The Line Cook is in charge of the preparation of 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

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 2026

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
- 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