

JOB DESCRIPTION

Position: Bartender
Department: Beverage
Reports To: Dining Room Manager
FLSA Status: Non-Exempt
Date Prepared: August 2018

Job Summary: Prepares and serves alcoholic and non-alcoholic beverage in a professional and pleasant manner, meeting and exceeding members expectations.

Duties/Responsibilities:

- Consistently complies with state, local, and club laws/policies relating to the service of alcohol
- Inspects the bar prior to opening to ensure adequate supplies
- Stocks additional supplies as needed following club procedures
- Follows opening and closing checklists for the bar area assigned every shift
- Greets members and guests by name and exceeds their expectations
- Mixes, prepares, and serves drinks according to recipes approved by the Dining Room Manager
- Completes billing procedures via the Clubsoft POS system for all beverage only tickets daily (club events and bar)
- Reports comments or complaints to manager on duty as they occur
- Maintains and cleans equipment. Keeps bar clean and glasses polished
- Maintains record of liquors, beers, wines, tobacco to ensure stock maintenance
- Maintains daily inventory showing drinks and liquors in greatest demand
- Retrieves glassware from dining rooms when time warrants
- Provide food service as needed
- Answer main telephone line when phones are transferred to the bar. This includes but is not limited to: taking reservations, to go orders, transferring callers to the desired party, and answering questions about the operation.
- Any and all other duties as assigned by Management.

Preferred Qualifications/Requirements: Previous serving or bartending experience required. Must have working knowledge of liquors, beer and wine. Must possess knowledge of Beverage cost/pouring procedures. Must be 18 years of age and be a certified TIPS bartender. Must have good organization and communication skills. Good personality and sense of humor. Must be able to lift 50+ pounds and stand for long periods of time, approximately 10 hours.

Supervises: No supervisory duties are included with this position

I have received a copy of my job description and understand my responsibilities:

Signature

Date