



Job Description

Job Title:	Bartender
Department:	Food & Beverage
Reports To:	Food & Beverage Manager
FLSA Status:	Hourly, Non-exempt

TO APPLY: email your resume to HR@Stonebrae.com

SUMMARY

Prepares and serves alcoholic beverages to patrons following standard recipes in a courteous and friendly manner. Must have two years previous experience

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Take beverage orders from guests and servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Club's standard drink recipes.
- Learn the names and personally recognize our members.
- Record drink orders accurately and immediately after receipt into the register system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware.
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons.
- Maintain bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Present drink menus, make recommendations and answer questions regarding beverages.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Receive all equipment problems and bar maintenance issues to restaurant manager.
- Assist the restocking and replenishment of bar inventory and supplies.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Be 21 years of age.
- Observes all requirements and restrictions set forth by the state and the Management Group for alcoholic beverage control.
- Knows and adheres to state and local liquor laws (checks ID's and verifies age requirement for alcoholic purchases).
- Reports to management any concerns regarding alcohol consumption by a customer.
- Sets up and keeps proper pars on all items needed (requisition liquor and inventory).
- Knows all liquor, beer and wine brands offered as well as all recipes, garnishes and appropriate glassware.
- Slices and pits fruits for garnishes.
- Acts as service bartender for servers (if needed).
- Assists guests with any other questions regarding the golf facility.
- Washes glasses and other bar equipment.

- Maintains a working knowledge of menu items, alcohol policies and key golf information.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 21 years of age
- Must have valid driver's license
- Ability to read and comprehend simple instructions, short correspondence and memos. Requires ability to write simple correspondence as well.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to apply common sense understanding in order to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a small number of concrete variables.

EDUCATION and/or EXPERIENCE

- One year of bartending experience preferred.
- Previous Liquor Liability Training is preferred.
- High School Diploma

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak one-on-one effectively to internal and external customers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This job has no requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.