



<b>Job title</b>	<i>Bartender</i>
<b>Reports to</b>	<i>Head Bartender</i>

### **Job purpose**

Prepare and serve alcoholic and non-alcoholic beverages.

### **Duties and responsibilities**

- Inspects the bar prior to opening to ensure that adequate supplies are available.
- Requests additional supplies as necessary and stocks the bar.
- Follows set-up procedures.
- Prepares garnishes, mixes and pre-mixed drinks.
- Greets members and guests.
- Mixes, prepares and serves drinks to members and guests and mixes and prepares drinks ordered by food servers and beverage servers according to the recipes approved by the Food and Beverage Director.
- Ensures member accounts are properly billed through the Point of Sale System (POS).
- Reports complaints to a manager as soon as they occur.
- Maintains and cleans bar area and equipment.
- Maintains records of liquors, beers, wine, tobacco and sundries to ensure bar stock is maintained at all times.
- Maintains daily inventory and records indicating drinks in the greatest demand.
- Cleans and locks up the bar area according to prescribed procedures.
- Attends staff meetings including pre-shift (line-up) sessions as required.
- Carefully follows all laws and club policies and procedures regarding alcoholic beverage service and informs manager if continued service to a member or guest is in question.
- Serves drinks to members and guests seated at lounge tables in the absence of a beverage server.
- Continually practices beverage and revenue control procedures.
- Thanks members and guests; invites them to return.
- Completes other appropriate work assignments as requested by the Food and Beverage Director.

### **Minimum Qualifications**

- High School graduate or equivalent vocational training.
- Two years bartending experience, preferably in a Social Club environment.

## Skills Requirements

- Ability to prepare various mixed drinks.
- Moderate knowledge of beer and wine varietals.
- Familiarity with beverage cost controls.
- Cheerfully greets and respectfully treats all members, staff and guests.

## Physical requirements

Job requires standing and walking for moderate periods of time. Use hands to touch, handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds.

## Direct reports

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	