



Job Title: Bartender	Department: 404
FLSA Status: Hourly Non-Exempt	Salary Range: \$9.50 to \$15.00
Reports To: Food & Beverage Management	Issue/Revision Date: August 10, 2017

Essential Function:

- Provide beverage service and friendly ambience to Spring Run Golf Club Members/Guests. Mixes and serves alcoholic and nonalcoholic drinks to patrons by taking orders from Members/Guests or Wait Staff. Mixing ingredients to prepare cocktails and other drinks, serving wine and draft or bottled beer, ordering or requisitioning liquors and supplies, arranging bottles and glasses to make attractive display area, preparing fruit and other garnishes, preparing appetizers and replacing bar snacks. Assures compliance with health and safety standards and liquor regulations.

Nature of Position:

- Work behind the bar in a fast paced environment.
- Be ready, willing and able to wait tables while attending the bar.
- The nature of this position requires the individual to spend long periods of time on their feet, walking, standing or stooping and lifting.

Qualifications:

- Ability to lift and carry up to 50 pounds.
- **Minimum of 1 year of Bartending Experience Required.**
- Vast knowledge of drink recipes and Member recognition.
- Knowledge of draft and bottle beers.
- Knowledge of red and white wines.
- Able to assist with monthly inventory.
- Complete liquor requisitions and supply lists.
- Know and comply with Florida state liquor laws (TIPS).
- Must learn Northstar POS System.
- Grooming and personal hygiene to meet standards.

Success Characteristics and Requirements:

- Outgoing personality, able to engage Members/Guests in conversation.
- Learn what Members drink; take responsibility to make sure Members/Guests drink responsibly.
- Jovial, outgoing, able to maintain a calm and collected demeanor while multi tasking.
- Able to work under stress, be able to work at a fast pace.

Necessary Personal Characteristics:

- Must have understanding of Company's corporate philosophy and how it relates to Food & Beverage Operations.
- Support and implement customer service culture throughout our department and our organization.
- Be a proactive member of the team. Support goals, objectives and culture within the organization.
- Exhibit professionalism and expressed interest of improvement through enhanced developmental skills, exhibit leadership and expressed direction through own self actions.
- Must be able to handle and prioritize multiple functions and responsibilities simultaneously.
- Must be well received and accepted by the members, residents and fellow team members.
- Be a leader, lead by example.
- High energy, positive "can-do" attitude.

Principle Activities:

- Knowledge and experience in the preparation of and portion of cocktails, wines and associated beverages.
- Follow specified guidelines on free pouring of alcohol.
- Be aware of sobriety of Members, Guests and patrons; report suspect intoxicated persons to Management.
- Check membership card for correct name and number.
- Always address Members with proper sir name and title.
- Maintain neat and clean bar area.
- Have knowledge of proper glass ware cleaning procedures while behind the bar.
- Assist Wait Staff in grill room when necessary.
- Maintain neat, clean and pressed uniform for proper designated shift.
- Stock bar per par inventory.
- Clean bar area at the end of shift and restock for next shift.
- Receive, count and put away all liquor, wine and beer orders.

EEO Category:

- Service Worker

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

Date

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, forward to HR to be placed in employees personnel file