



## THE BEACH CLUB

**JOB TITLE:** Bartender

**DEPARTMENT:** Food and Beverage

**REPORTS TO:** Food and Beverage Manager(s)

**TYPE:** Full-Time, Part-Time, Seasonal

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### JOB SUMMARY

The Bartender's primary responsibility is to make and serve cocktails that deliver an experience. This involves monitoring and addressing member satisfaction, memorizing names, and delivering personalized service. The Bartender will arrange bar space, manage stock and expirations, and demonstrate expertise in cocktail making. Bartender's work in a la carte and banquet positions and are available nights, weekends, and holidays.

### PRIMARY JOB FUNCTIONS

- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Beach Club's standard drink recipes.
- Serve as a bartender at all bars including banquets and special events.
- Check identification of guests to verify age requirements for purchase of alcohol.
- Clean and sterilize glasses, utensils, and bar equipment.
- Record drink orders accurately and charge immediately.
- Ability to use POS system to ring in orders and accurately charge member and guest accounts.
- Attempt to limit problems and liability related to guests' excessive drinking.
- Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws.
- Present drink menus, make recommendations, and answer questions regarding beverages.
- Take beverage orders from serving staff or directly from guests seated at the bar.
- Service tables in bar area and bar top as needed.
- Wash and polish glassware for service.
- Reset tables in bar area.
- Setting up the bar area before events, ensuring it's fully stocked with necessary supplies, including beverages, glassware, and garnishes.
- Maintain perishable juices, syrups, and fruit by dating them and checking expirations.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Change and maintain kegs and BIB sodas.
- Assist with counting and maintaining inventory.
- Recognize and learn the names of members and greet members by name.
- Report all equipment problems and bar maintenance issues to the restaurant manager.
- Efficiently perform wine service by expertly presenting, pouring, and describing wines to enhance the dining experience.
- Flexibility to work in both a la carte and banquet settings.
- Attend all scheduled employee meetings.



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- Be willing to participate in continued Food and Beverage education.
- Consistently work as scheduled and on time, wearing designated uniform, and adhering to the Club's grooming standards.
- Fill-in for fellow employees where needed to ensure members service standards and efficient operations.
- Follow all relevant health department regulations.
- Perform other duties as directed.

### SUPPLEMENTAL JOB FUNCTIONS

- Replenish snacks and complimentary beverage station.
- Carry dirty plates, glasses and silverware to the kitchen for cleaning.
- Assist with room set ups including moving furniture and banquet equipment.
- Assist with polishing plates, glassware, banquet equipment, and rolling silverware.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Perform cleaning duties, such as sweeping floors, tidying up server station, taking out trash, and monitoring bathroom cleanliness.

### ESSENTIAL SKILLS & QUALIFICATIONS

- Proven work experience in a restaurant or hospitality environment
- Experience working with point of sales systems (POS)
- Ability to work daytime, nights, weekends, and holidays
- Responsible Beverage Service (RBS) and Food Handlers Certification
- Active listening, effective communication, patience, excellent presentation, and strong organizational abilities
- Excel in a fast-paced environment, stay focused, prioritize tasks, and maintain composure while efficiently managing multiple responsibilities
- Basic math skills
- Team spirit

#### *Preferred Skills and Qualifications*

- High School Diploma

#### *Supervises*

- None



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PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

*Sitting, standing, walking, reaching, stooping, bending, twisting, kneeling, pushing, pulling, grasping:* stand for long periods of time; stoop, bend, squat, climb, kneel, twist at the neck and waist, reach above and below shoulder level, push and pull including mops, vacuum cleaners, other equipment. Exposure to heat, moisture and cleaning chemicals. Use of hands and fingers to feel and grasp, push and pull (simple and power) and for fine manipulation and to scrub, wipe, polish and fold.

*Lifting:* lift up to 35 lbs.

*Speaking, writing and active listening:* Be able to use oral communication skills effectively to talk and hear both in person from close and in noisy environments; interact effectively with the public and management, and occasionally deal with distressed or quarrelsome individuals.

*Critical and creative thinking skills:* Able to observe and interpret people and situations; learn and remember necessary information.

*Time management:* prioritize assignments for example, schedule effectively and manage own time efficiently in order to complete work on a timely basis; shift focus to perform work on multiple, concurrent tasks with frequent interruptions; work well under pressure and deadlines;

*Vision Requirements:* Close vision, distance vision, use of both eyes to identify dirt, dust, and to read labels and instructions on cleaning products. Ability to distinguish basic colors and shades; depth perception, peripheral vision and ability to adjust focus.

***Schedules are subject to modification based on business volume and demand.***

*Note:* Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are essential job functions, and subject to possible interactive discussion and reasonable accommodation individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified or edited at any time based on the demands of the business.

***My signature below acknowledges receipt of this job description. I understand it is my responsibility to review this job description and ask any questions necessary to understand its content.***

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date