



LAUDERDALE YACHT CLUB

JOB DESCRIPTION

POSITION TITLE: Bartender.

REPORTS TO: Clubhouse Manager and Food & Beverage Managers.

CLASSIFICATION: Non-exempt.

EDUCATION AND EXPERIENCE:

1. High School diploma or GED required.
2. Two years of comparable bartending experience preferred.
3. The ability to read, write and execute basic math skills.

JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:

1. Stocks bar and completes other pre-opening requirements.
2. Prepares and serves alcoholic beverages according to standard recipes.
3. Skilled at slowing and refusing alcoholic beverage service when necessary.
4. Complies with basic safety and sanitation requirements.
5. Good organizational skills.
6. Basic knowledge of Club's POS system or comparable POS system preferred.
7. Knowledgeable of all aspects of department and daily Club operations, including events and operating hours.
8. Ability to read and understand Banquet Event Orders (BEOs).
9. Ability to work large or small events with minimal supervision and in a team environment.
10. Cleans bar and completes other pre-closing requirements.
11. Assures that all state and local laws and Club policies and procedures for the service of alcoholic beverages are consistently followed.
12. Knowledge of and ability to perform required role during emergency situations.

JOB SUMMARY (Essential Functions):

Prepare, pour and serve alcoholic and non-alcoholic beverages. Requires knowledge of all aspects of mixology including food/wine pairings and wine presentation and service.

TASKS/DUTIES:

1. Inspects the bar prior to opening to ensure that adequate supplies are available.
2. Requests additional supplies as necessary and stocks the bar.
3. Follows set-up procedures.
4. Ensure that the correct account numbers and names are given for billing.

5. Prepares garnishes, fruits mixes and pre-mixed drinks prior to opening bar.
6. Greets Members and Guests.
7. Mixes, prepares and serves drinks to Members and Guests and mixes and prepares drinks ordered by food and beverage servers according to approved standard recipes.
8. Reports complaints to a manager as they occur.
9. Maintains and cleans bar area and equipment.
10. Maintains records of liquors, beers and wine to ensure bar stock is maintained at all times.
11. Cleans and locks the bar area according to prescribed closing procedures.
12. Ensures that all food items are correctly stored, labeled, dated and rotated to prevent any health or safety hazards from occurring, and takes precautions against possible spoilage.
13. Presents the bill.
14. Learns Member names whenever possible greeting them with utmost professionalism.
15. Must acknowledge Member by name four times during one visit.
16. Attends Staff meetings including line-up sessions and training as required.
17. 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.
18. Serves drinks to Members and Guests seated at lounge tables in the absence of a beverage server.
19. Continually practices beverage and revenue control procedures.
20. Thanks Members and Guests; invites them to return.
21. Completes other appropriate work assignments as requested by supervisor.

OTHER:

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PHYSICAL DEMANDS:

The physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
2. Push, pull or lift up to 50 pounds.
3. Continuous repetitive motions.
4. Work in hot, humid and noisy environment.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____