



Position	Bartender
Classification	Full-time/part-time, Seasonal, Non Benefit Eligible
Reports to	Dining Captains, F&B Managers
Supervises	May be asked to supervise staff when manager on duty not immediately present.
Salary or Hourly	Hourly + gratuities

Job Summary:

The Bartender position is a working hourly position responsible for preparing, pouring and serving alcoholic and non-alcoholic beverages to members and guests per BHYC standards. Requires knowledge of mixology including food/wine pairings and wine presentation and service.

Job Duties:

- Follows set up/tear down procedures including stocking supplies before/during/after each shift.
- Mixes, prepares and serves drinks to members and guests according to recipe and BHYC standards
- Serves food and beverages to members and guests at the bar and through POS system as ordered by servers.
- Reports any complaints to manager on duty, while also acting accordingly to provide an immediate solution.
- Maintains a clean bar and equipment including ice cream machine.
- Serves food/beverage to members and guests at high-top tables when server is not present, or when given that section.
- Answers club phone if not answered within three rings and follows proper BHYC phone standards.
- Alerts manager on duty of any bottle of wine that needs to be retrieved/served from main clubhouse.
- May assist in hosting/seating members if manager on duty not immediately present.
- Collects payments for drinks served.
- Maintains records of liquors, beers and wine to ensure bar stock is maintained at all times.
- Cleans and locks the bar area according to prescribed closing procedures.
- 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.
- Continually practices beverage and revenue control procedures.
- Assures that state and local laws and the club's policies and procedures for the service of alcoholic beverages are followed.
- Performs other duties as assigned

Education and/or Experience:

- 1-2 years experience in food and beverage field or related areas preferred
- POS system experience and knowledge preferred
- Alcohol TIPS certified
- High School Diploma preferred

Job Competencies:

- Skilled at slowing and refusing alcoholic beverage service when necessary.
- Ability to work large or small events with minimal supervision and in a team environment
- Ability to work in a fast-paced environment
- Strong organizational skills to prioritize work activities
- Strong interpersonal skills required
- Basic safety and sanitation requirements.
- Excellent written and verbal communication skills

Working Conditions:

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule is generally 40 hours per week, with some holidays, weekends and travel required. Must have the ability to lift up to 30 lbs. as required. General standing, walking, lifting, pushing and pulling movements are required.