

I. Position

Bartender (2.27)

II. Related Titles

III. Essential Functions

Prepare and serve alcoholic and non-alcoholic beverages.

IV. Additional Responsibilities

2. Inspects the bar prior to opening to ensure that adequate supplies are available
3. Requests additional supplies as necessary
4. Follows set-up procedures
5. Prepares garnishes, mixes and pre-mixed drinks
6. Greets members and guests
7. Mixes, prepares and serves drinks according to the recipes approved by the Beverage Manager
8. Collects checks/payment for drinks served
9. Reports complaints to a manager as soon as they occur
10. Maintains and cleans bar area and equipment
11. Maintains records of liquors, beers, wine, tobacco and sundries to ensure par stock is maintained at all times
12. Maintains daily inventory and records indicating drinks in the greatest demand
13. Cleans and lock-ups according to prescribed procedures
14. Attends staff meetings as required

V. Reports to

Beverage Manager

VI. Supervises

No supervisory duties are included in this position