

## **Pine Mountain Lake Association Job Description**

**Job Title:** Bartender  
**Job Code:** 61  
**Department:** The 19<sup>th</sup> Hole Lounge  
**Location:** The 19<sup>th</sup> Hole Lounge  
**Reports To:** The Grill Manager and Dining Room Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 04/08/22 sa

### **SUMMARY**

Provides excellent customer service to patrons by serving beer, wine, liquor, soft drinks and food from the bar. Accurately places orders for drinks and food. Greets and serves patrons liquor, beer, wine and soft drinks as well as food from The Grill.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Provides great guest experience bar patrons by being professional courteous.
- Recommends to Bar Manager remedial actions for reported unusable, slow moving, and excess stock.
- Reviews and enforces compliance with established procedures, including Alcohol Beverage Control policies and responsible Beverage Service program implementation.
- Maintains harmony and atmosphere in lounge area.
- Serves, mixes or prepares alcoholic and non-alcoholic beverages and limited food services to patrons.
- May include cocktail services to Dining Room.
- Responsible for accurate cash bank and accurate daily deposit.
- Leaves bar and back-bar area clean and stocked for next shift. Ensures that only bartenders and management are allowed behind bar and in liquor room.
- Stocks bar and pours at special events and catered functions.
- Regular, punctual attendance required
- Follows opening and closing procedures provided for all bar staff.
- Other duties may be assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide. Ability to apply concepts of bookkeeping principles.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Recommended to meet State and Federal health standards by medical examination physical.

**OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment and tools.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.