



November 21, 2013

Bar Manager/Bartender Job Description

FACILITIES DESCRIPTION:

The Bellingham Yacht Club's facilities include a recently renovated beautiful lounge and family dining areas, as well as deck and downstairs areas, servicing approximately 370 members. The Club provides power boat and sailing activities, youth programs, and waterfront facilities. The Club hosts many prestigious sailing events, including the PITCH Regatta, PacRim Regatta, and many sailboat races, including Wednesday evening BYC sponsored races. The Club operates year round.

Please visit the Club website for additional information and to complete our [Response Form](#) no later than November 30, 2013.

POSITION QUALIFICATIONS:

Bellingham Yacht Club is seeking a highly motivated Bar Manager/Bartender skilled in detail-oriented service, member recognition, point of sale (POS) systems operations, tending bar, purchasing, bartender scheduling and ongoing training for volunteers. The Bar Manager must be visible at appropriate times and insure a management/supervisory presence to insure member and guest satisfaction. The Bar Manager is supervised by the Rear Commodore, and will report to the Commodore and Board of Trustees.

The Club is seeking a detail oriented and self-motivated individual with entrepreneurial energy and the proven ability to lead effective Bar and Lounge Services. The Bar Manager is expected to have a firm grasp of bar management with the ability to develop and achieve goals. The Bar Manager is also expected to be pro-active in the area of expense containment, without diminishing levels of member service or lounge quality. It is expected that the Bar Manager will display a positive attitude and promote teamwork. The Bar Manager needs to have a competent knowledge of different types of beer, wine and spirits and their service.

Hospitality and business training preferred. Previous Bar Manager experience in a Private Yacht Club or similar setting is a plus.



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COMPENSATION:

The salary will be a combination of base plus incentive and commensurate with experience - \$20,000 to \$30,000 pay range. The hours worked each week will be scheduled on a flexible basis, based on the needs of the Club. A performance bonus may be developed for the successful candidate.

GENERAL DUTIES:

- Promote member satisfaction
 - Supervise bar and lounge vendors
 - Provide new bartender recruitment
 - Conduct daily bookkeeping
 - Supervise assigned lounge staff
 - Coordinate volunteer staff
 - Enforce security and lock-up procedures
 - Be responsible for restroom paper supplies/installation
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- Schedule employees and volunteers; enforce scheduling policies and personnel standards
 - Purchase stock, including alcohol and bar supplies
 - Perform assigned bartender services, including light cleaning
 - Promote positive attitudes of staff and volunteers
 - Train volunteers and staff in all lounge operations and services
 - Train and teach bartenders on BYC policies, procedures and standards
 - Serve as WSLCB/BYC liaison and ensure compliance with rules and regulations
 - Maintain ordering and inventory policies; maintain accurate inventory and accounts
 - Manage bar budget and adhere to accounting policies



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- Maintain proper production and service area organization, set-up, and cleanliness
- Maintain accurate daily, monthly and annual accounting and management reports
- Enforce BYC, Washington State, Whatcom County safety/sanitation policies
- Interview, hire, supervise, and, when necessary, terminate assigned staff
- Operate multi-media and television selections and lighting/music levels
- Communicate effectively with general membership and co-workers
- Handle emergency situations based on Club policy, rules, and procedures
- Perform other duties as assigned by the Commodore