

## **BARTENDER/SERVER JOB DESCRIPTION**

### **JOB PURPOSE AND PRIMARY ACCOUNTABILITY:**

**BARTENDER/SERVERS ARE EXPECTED TO PROVIDE EFFICIENT, CLEAN, AND MEMBER DRIVEN SERVICE. BARTENDER/SERVERS MUST HAVE A CLEAR UNDERSTANDING OF THE CLUB'S MENUS AND BE ABLE TO DESCRIBE AND SELL FOOD, WINE AND COCKTAILS TO THE CLUB'S MEMBERS AND THEIR GUESTS. THEY ARE COMMITTED TO KEEPING THE PUBLIC CLUB AREAS CLEAN AND PROVIDING THE HIGHEST LEVEL OF SERVICE THROUGHOUT EVERY SHIFT WITH A POSITIVE ATTITUDE. BARTENDER/SERVERS MUST ALWAYS BE MOVING WITH A SENSE OF URGENCY AND ANTICIPATE THE NEEDS OF MEMBERS AND STAFF.**

**MEMBERS OF THE CORONADO CLUB SERVICE TEAM MUST HOLD THEMSELVES TO THE HIGHEST STANDARDS OF PERSONAL BEHAVIOR AND ADHERE TO THE FINE DINING STEPS OF SERVICE THAT ARE SET FORTH DURING ORIENTATION AND TRAINING. THEY ARE EXPECTED TO LEAD BY EXAMPLE THROUGH THEIR ACTIONS AND MORE IMPORTANTLY THEIR BEHAVIORS.**

**REPORTS TO: ASSISTANT MANAGER, WINE AND BEVERAGE MANAGER, SERVICE MANAGER, OR MANAGER ON DUTY**

### **ESSENTIAL FUNCTIONS:**

- **BARTENDER/SERVERS MUST BE CAPABLE OF GREETING MEMBERS BY NAME AND ADDRESS THEM AS SUCH.**
- **HAVE STRONG MENU KNOWLEDGE AND UNDERSTAND MENU ITEMS AND BE ABLE TO COMMUNICATE THAT INFORMATION TO MEMBERS AND COMMUNICATE ORDERS TO THE KITCHEN. THIS IS IMPERATIVE TO MEET THE INDIVIDUAL AND UNIQUE NEEDS OF OUR MEMBERS.**
- **MAINTAIN DINING AREA AND BACK OF BAR PER CORONADO CLUB STANDARDS.**
- **STOCK AND MAINTAIN PARS ON ALL ALCOHOLIC, NON-ALCOHOLIC BEVERAGES, ICE AND BAR FRUIT.**
- **STOCK AND DOUBLE CHECK GLASSWARE IN THE BAR AREA.**
- **COMMUNICATE WITH THE WINE AND BEVERAGE MANAGER REGARDING MEMBERS SPECIAL REQUESTS TO MAKE THE BAR RUN MORE EFFICIENTLY AND ANTICIPATE THEIR NEEDS.**
- **RESPONSIBLE FOR ACCURATELY RINGING UP BOTH A LA CARTE AND EVENT BAR SALES ON NORTHSTAR**

- ASSIST WITH MONTHLY INVENTORY FOR: TOBACCO, WINE, SPIRITS, COFFEE | TEA & NON-ALCOHOLIC BEVERAGES
- COMMUNICATE EFFECTIVELY WITH MANAGERS, STAFF AND OTHER SERVERS. COMMUNICATION TO THE SERVICE MANAGER BEFORE, DURING AND AFTER A LA CARTE AND BANQUET SERVICES IS CRUCIAL TO THIS POSITION'S SUCCESS AND ACCURACY.
- BARTENDER/SERVERS WILL BE ASKED TO WORK IN A VARIETY OF CAPACITIES AND NOT ALWAYS JUST IN THE BAR AREA, DETERMINED BY THE BUSINESS LEVELS OF ANY GIVEN DAY. THOSE DUTIES MAY INCLUDE POLISHING SILVER, POLISHING GLASSWARE, ORGANIZING STORAGE AREAS, SETTING UP AND TEARING DOWN FOR EVENTS AND DAILY A LA CARTE SERVICE. SPECIFIC OPENING AND CLOSING DUTIES WILL BE ASSIGNED ON A DAILY BASIS.
- ABIDE BY ALL POLICIES, PROCEDURES AND STANDARDS AS LAID OUT IN CORONADO CLUB HANDBOOK. IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO CARRY THEMSELVES WITH RESPECT TO OTHER EMPLOYEES, MEMBERS AND TO THEMSELVES.
- BARTENDER/SERVERS SHOULD ARRIVE TO WORK WELL GROOMED AND WITH A POSITIVE ATTITUDE. IN OTHER WORDS, CARRY THEMSELVES AS TRUE PROFESSIONALS.
- ADHERE TO COMPANY SAFETY AND SANITATION POLICIES AND PROMOTE CLEANLINESS IN THE WORKPLACE.
- MUST BE TABC CERTIFIED.
- OTHER DUTIES AS NEEDED.

**PHYSICAL FUNCTIONS:**

THE PHYSICAL DEMANDS AND WORK ENVIRONMENT CHARACTERISTICS 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 OCCASIONALLY REQUIRED TO STAND, WALK, CLIMB STAIRS, BALANCE, STOOP, KNEEL, CROUCH, CRAWL AND/OR SIT...UP TO AND SOMETIMES MORE THAN EIGHT HOURS PER DAY.
- USE HANDS TO HANDLE OR FEEL OBJECTS, TOOLS AND/OR CONTROLS.
- REACH WITH HANDS AND ARMS.
- HEARING AND TALKING SUFFICIENT ENOUGH TO COMMUNICATE WITH MEMBERS, GUESTS, VENDORS AND STAFF.
- SPECIFIC VISION ABILITIES INCLUDE CLOSE VISION, VISION SUFFICIENT ENOUGH TO READ, DISTANCE VISION, COLOR VISION, PERIPHERAL VISION, DEPTH PERCEPTION AND ABILITY TO ADJUST FOCUS.
- MUST BE ABLE TO PUSH, PULL OR LIFT UP TO 50 POUNDS.
- INDEPENDENT MOBILITY THROUGH THE CLUB.

- **SUCCESSFUL FUNCTION OF THIS POSITION REQUIRES EMPLOYEE TO LIFT 50 LBS WITHOUT STRUGGLE AND BE PHYSICALLY CAPABLE TO WORK ON THEIR FEET FOR LONG HOURS AT A STRETCH.**

**UNIFORM:**

**UNIFORM MUST BE CLEAN AND PRESSED. THE FOLLOWING IS THE STANDARD BARTENDER/SERVER UNIFORM:**

- **BLACK WAISTCOAT JACKET (DINNER ONLY)**
- **LONG WHITE APRON (LUNCH SERVICE ONLY)**
- **BLACK VEST**
- **BLACK TUXEDO TROUSERS**
- **WHITE TUXEDO SHIRT**
- **WHITE UNDERSHIRT (SUPPLIED BY EMPLOYEE)**
- **BLACK BOW TIE**
- **BLACK CUFFLINKS AND STUDS**
- **BLACK SOCKS (SUPPLIED BY EMPLOYEE)**
- **BLACK NON-SKID DRESS SHOES (SUPPLIED BY EMPLOYEE)**
- **2 BLACK PENS**
- **1 WAITER PAD**
- **1 CORKSCREW (SUPPLIED BY EMPLOYEE)**
- **1 CRUMBER (SUPPLIED BY EMPLOYEE)**
- **1 LIGHTER (SUPPLIED BY EMPLOYEE)**

**THIS JOB DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THAT ANY OF THE DUTIES, RESPONSIBILITIES OR REQUIREMENTS OUTLINED HEREIN ARE EXCLUSIVE. EMPLOYEES ARE EXPECTED TO EXECUTE ANY OTHER ADDITIONAL ASSIGNMENTS THAT MAY BE SPECIFIED. FURTHER, THIS JOB DESCRIPTION DOES NOT REPRESENT A COMPLETE LIST OF ALL THE PERFORMANCE EXPECTATIONS AND CHARACTERISTICS OF INDIVIDUALS REQUIRED TO PERFORM A JOB ADEQUATELY. THE CLUB'S MANAGEMENT RESERVES THE RIGHT TO CHANGE THIS DESCRIPTION FROM TIME TO TIME AS MAY BE REQUIRED. ADDITIONALLY, OTHER DUTIES MAY BE ASSIGNED AS REQUIRED BY THE CLUB.**

**I HAVE READ AND UNDERSTAND THE JOB DUTIES REQUIRED OF THIS POSITION.**

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**EMPLOYEE SIGNATURE**

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**DATE**