



Carolina Country Club

JOB DESCRIPTION

DEPARTMENT: Food & Beverage – 25 & 27

FSLA STATUSES: Non-exempt

JOB TITLE: Bartender

SUPERVISES: None

REPORTS TO: Beverage Captain, Beverage Manager, Grille Manager

Job Summary:

The Bartender is responsible for the for set-up, maintenance and operation of the bar which may be the Bistro 1910 Bar or the 19th Hole, in addition to providing platinum level service and enhancing the member and guest experience. She/he will ensure that state and local laws and the clubs policies and procedures for the service of alcoholic beverages are consistently followed. Bartenders will seek opportunities to create a welcoming atmosphere, anticipate member needs, build rapport with members and deliver outstanding service. This individual will embody The Carolina Country Platinum Service Absolutes.

Job Functions include:

- Greet members and their guests and provide them with menu information at the bar, promotes specials, receives and prepares drink orders from patrons and wait staff, ensuring all are served according to operating standards.
- Rings up using point of service (POS) and accurately manage chits.
- Tracks consumption, usage and is proactive when a patron is over limit to contact management immediately.
- Adhere to basic hygiene procedures and grooming standards.
- Demonstrate culture standards.
- Arrange bar glassware and bottles.
- Assist Beverage Manager and Captains with any and all tasks related to beverage operations.
- Assure that state and local laws, club policies and procedures are being followed for service of alcoholic beverages.
- Ensure RASP policy is followed.
- Follow safety protocol and established standards.
- Work with a high level of integrity and moral within the F&B department, developing a good working relationship with co-workers through cooperation and professionalism.
- Maintain organized storage areas including the beer cage, beer cooler, wine cellar and wine cabinet
- Assist monthly inventory (to be completed on the last day of each month) of all beverage outlets and storage areas.
- Develop and maintain a standardized product list and ingredient menu that is properly distributed to all bar personnel.
- Relay any and all complaints/compliments to management in a timely manner.



Carolina Country Club

- Daily restock of all bars while maintaining proper rotating procedures.
- Ensure completion of opening, running, and losing side work of all bar personnel.
- Speak with others using clear and professional language, ensure uniform and personal appearance are clean and professional.
- Stays alert and promptly report accidents, injuries, maintenance issues, suspicious activity and unsafe work conditions to management.
- Performs other appropriate duties requested by supervisors.
- Completes required computer based training courses and department specific training.

Working Conditions, Physical Functions and Abilities:

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical & Personal Requirements:

- Must be a minimum of twenty one (21) years of age.
- Capable of lifting up to twenty five (25) pounds or more.
- Capable of standing and maneuvering independently and safely around work area.
- Capable of standing on a tile floor for an eight hour shift.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be fully met.
- Sufficient manual dexterity to operate a fire extinguisher and to manipulate bar and kitchen equipment, including blenders, mixers, ice machines, dishwashers, slicers, and knives.
- Ability to read, write, speak and understand English. Sound mental and physical health: ability to get along well with others, to demonstrate a high level of sensitivity and interest in people.

Working Conditions:

- Subject to moderate physical and emotional stress associated with food/beverage service. Performance of job tasks will involve exposure to cleaning chemicals requiring precautions. Must be able to work a flexible schedule including weekends and holidays.

I acknowledge receipt of the above job description for the Bartender.

Employee Signature & Date

Print Name