



POSITION DESCRIPTION

FLSA: Non-Exempt

POSITION TITLE: Bartender & Server

FACILITY/DEPARTMENT: Food & Beverage

REPORTS TO (TITLE): Food & Beverage Supervisor/Manager/Director

SUPERVISES: N/A

DATE: November 2018

BASIC FUNCTION: Serves meals and beverages to patrons following standard recipes in a courteous and friendly manner.

QUALIFICATIONS:

- ❖ If performing the function of serving alcoholic beverages, must be 21 years of age or older.
- ❖ Knowledge of a variety of alcoholic beverages and ability to prepare them (See qualification #10)
- ❖ Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence as well.
- ❖ Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- ❖ Ability to compute rate, ratio and percent.
- ❖ Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

WORK EXPERIENCE REQUIRED:

- ❖ 1-3 months related experience and/or training
or
- ❖ Equivalent combination of education and experience

EDUCATION, KNOWLEDGE AND TRAINING:

- ❖ High School Diploma or GED preferred

ESSENTIAL FUNCTIONS:

1. Observes all requirements and restrictions set forth by the state and Pinnacle HR Group for alcoholic beverage control.
2. Knows and adheres to state and local liquor laws (checks ID's and verifies age requirement for alcoholic purchases).
3. Reports to management any concerns regarding alcohol consumption by a customer.
4. Presents menus, answer questions and makes suggestions regarding food selections.
5. Must be able to ring all items on register and run a server report.
6. Acts as own cashier. Is responsible for monies collected.

7. Ability to add voids, discounts and guest charges.
8. Must be able to operate a credit card machine.
9. Acts as own bartender (when/if necessary).
10. Knows all liquor, beer and wine brands offered as well as all recipes, garnishes and appropriate glassware.
11. Observes customers to respond to any additional requests and determine when meal has been completed.
12. Clears and resets counters or tables at conclusion of each meal.
13. Ladles soup, “tosses” salads, portions pies and desserts, brews coffee/tea and performs other services.
14. Stocks bar based on par levels.
15. Retains working knowledge of menus, alcohol policies and key golf information.
16. Garnishes and decorates dishes prior to serving (when/if necessary).

MARGINAL FUNCTIONS:

1. Perform any reasonable task requested by management or Pinnacle HR Group.
2. Assist in other departments as needed

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.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking				X
Bending Over		X		
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X



ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description for **Bartender & Server**. The Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

MANAGERS SIGNATURE: _____

PROPERTY: _____