



SAN JUAN OAKS GOLF CLUB
BARTENDER
JOB DESCRIPTION

BARTENDER

This position will be responsible for providing guest service, sales, and training in the bar. Essential duties/responsibilities of the Bartender:

- Provide a warm and friendly attitude and ensure they have a positive dining experience.
- Check identification for all guests under 30 years old to ensure that the establishment does not serve liquors to minors, and ask if 21 years of age.
- Follow San Juan Oaks Golf Club Alcohol Beverage Service Policy.
- Ensure that the drinks you serve conform to what the guest at the bar has ordered or expects.
- Serve liqueurs, wines, and bottled or draft beer, soft drinks, espresso drinks.
- Encourage customers to order food with drinks.
- Follow proper cash handling procedures to ensure register is balanced.
- Maintain the sanitation standards of the bar, all its utensils, bar equipment, and kitchen.
- Limit the alcoholic consumption of patrons by taking measures like persuading guests to stop drinking, or ordering taxis or arranging for transport of intoxicated patrons.
- Pour drinks quickly and as per the guest's specifications, following company specifications.
- Ensure that the bar stock is adequate for the day's service.
- Take beverage orders from serving staff or directly from patrons.
- Call taxi cabs for those that are inebriated.
- Slice and pit fruit for garnishing drinks.
- Arrange bottles and glasses to make attractive displays.
- Plan, organize, and control the operations of a cocktail lounge or bar.
- Create drink recipes and provide ideas for bar menus.
- Mix ingredients, such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks.
- Up sell food items to guests seated at the bar.
- Should be able to multitask and handle all the equipment especially in a bar that uses modern technology.
- Facilitate communication between service staff, kitchen and Pro Shop.
- Maintain proper cash handling and close out reports daily.
- Follow proper tip reporting responsibilities.
- Follow uniform guidelines.
- Secure facility at the end of day when shift is completed.

General Physical Demands: Performing physical activities that require considerable use of your arms and legs and moving entire body, such as standing for a long period of time, climbing, lifting up to 25 lbs., balancing, walking, stooping, and handling of materials. Use hands repetitively to finger, handle, feel or operate standard kitchen and bar equipment; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus by having excellent hand-eye coordination.



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