



Role Description

Job Title: Bartender

Department: Food & Beverage

Reports To: Clubhouse Manager

Full Time

Part Time

San Jose Country Club is a private gathering place for our families and guests who cherish and share high quality lifestyle standards. We are a Country Club inspired by our rich tradition, and are committed to delivering impeccable personalized service and offering excellent facilities and innovative programs which support our members' interest in golf, tennis, fitness, dining, social and other family activities.

Summary of Job: Prepare and serve alcoholic and non-alcoholic beverages to members and guests.

Essential Duties and Accountabilities:

- Inspects the bar prior to opening to ensure that adequate supplies are available;
- Requests additional supplies as necessary;
- Follows set-up procedures;
- Prepares garnishes, mixes and pre-mixed drinks;
- Greets members and guests;
- Mixes, prepares and serves drinks according to the recipes approved by the Clubhouse Manager;
- Collects payment for drinks served;
- Reports complaints to a manager as soon as they occur;
- Maintains and cleans bar area and equipment;
- Maintains records of liquors, beers, wine, and sundries to ensure par stock is maintained at all times;
- Maintains daily inventory and records indicating drinks in the greatest demand;
- Cleans and lock-ups according to prescribed procedures;
- Attends staff meetings as required;
- Perform other duties as assigned by management.

Special Requirements (if any):

- Must be over age 18 per Florida statute;
- Ability to receive and follow detailed instructions in English;
- Ability to stand for extended periods of time, paying attention to detail;
- Ability to bend, stretch, reach;
- High standards of integrity and reliability;
- Successful completion of drug testing;
- Excellent inter-personal skills.



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Physical Demands: The physical demands 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 regularly required to stand for long periods of time, sit; walk; tolerate repetitive motions of hands, wrists and fingers; use hands to finger, handle, or feel; reach with hands and arms; talk; hear; visual acuity requirements including color, depth perception, and field of vision; Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Cognitive Demands: The cognitive demands 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.

On-going attention, despite distractions of environment and workload; Ability to regularly trouble shoot and problem solve; maintain positive demeanor and functionality at all times despite stress of position; ability to multi-task and prioritize; ability to perform essential functions and maintain productivity under moderate stress on a regular basis and high stress on a periodic basis; ability to maintain professionalism despite negative customer/employee encounters; ability to understand and clearly communicate (verbal and written) in English; ability to learn; ability to follow instructions, listen to and comprehend direction.

Work 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 essential functions.

The noise level in the work environment is usually moderate.

Supervisory Responsibilities: None.

By signing below, I am stating that I approve this job description and its essentials functions, requirements, and duties and will contact Human Resources if any changes need to be made.