

# BAR & GRILL ATTENDANT

## DEFINITION

The Bar & Grill Attendant reports to the Food and Beverage Manager. This individual will prepare and serve most food and beverages to the golf course customers and staff. The Bar & Grill Attendant is responsible for ensuring that high quality food and beverages are served in a safe, friendly, courteous and timely manner and in compliance with State and Local Health Codes and within the guidelines of State and Local Liquor laws and CSHGC house liquor policies.

## RESPONSIBILITIES

- Seasonal, part time position approximately April to November
- Greet all customers, guests, and employees in a friendly manner.
- Check identification of patrons when there is a question of their legal ability to purchase alcoholic beverages.
- Know and adhere all State and Local Liquor Laws and CSHGC house liquor policies.
- Knowledge of all equipment use, safety, and cleaning.
- Perform all daily Bar & Grill duties as instructed in the Bar & Grill employee manual.
- Knowledge of all menu items, specials, and events.
- Keep all food, beverage, and dry goods stocked.
- Responsible for the proper handling and storage of all food and beverage.
- Assist in food preparation as required.
- Prepare all food and beverage according to specified quality and portion controls.
- Collect and ring in all payment for food and beverages.
- Keep kitchen, bar, lounge and patio clean and neat.
- Responsible for following all safety and sanitation standards.
- Must arrive at work on time and in proper attire including your name tag.
- Requires dependability, following posted work schedule including flexible hours, weekends & holidays.
- Maintain accurate time cards.
- Requires the ability to understand and follow oral and written direction, to communicate effectively, to maintain cooperative working relationships with other employees and the public and to keep accurate records of Bar & Grill sales (tabs, coupons etc.)
- Ability to use good judgment and work independently.
- May be responsible for closing the Bar & Grill.

## EMPLOYEE STANDARDS

- **Serv Safe Certificate Required** (Certified Food Protection PIC Training).
- Liquor liability training course preferred.
- Minimum age of 18.
- Must be customer oriented with excellent interpersonal skills.
- Must be able to lift up to approximately 25 lbs.
- Knowledge of kitchen sanitation and food prep handling techniques required.
- Bartending skills preferred.

## BENEFITS

- Golfing Privileges.
- Driving Range Privileges.
- Discount on Food, Fountain Drinks & Coffee (While Working).