

**WORTHINGTON COUNTRY CLUB
JOB DESCRIPTION**

JOB TITLE	Bartender
DEPARTMENT	Food and Beverage
REPORTS TO	Assistant Food and Beverage Manager
SUPERVISES	N/A
FLSA CLASSIFICATION	Non-exempt

GENERAL OVERVIEW
Responsible for managing bar operations

RESPONSIBILITIES
<ul style="list-style-type: none">▪ Takes and fulfills drink and food orders▪ Assists in ordering beer, wine and liquor▪ Stocks bar items including liquor, beer, wine, bar napkins, bar straws and general supplies for the bar▪ Cleans bar, wiping down all bottles behind bar▪ Changes empty kegs▪ Changes soft drink bag in the box▪ Inputs special prices into the computer for lunch and dinner service▪ Answers telephone▪ Takes to-go orders over the telephone▪ Runs reports at closing▪ Closes bar operation at end of day▪ Trains new bartenders, as needed▪ Provides input about members' drink preferences▪ Performs all operational closing duties including locking up facility

WORK EXPERIENCE/QUALIFICATIONS
<ul style="list-style-type: none">▪ Prior experience working as a bartender▪ Sufficient knowledge of liquor, wine and beer to fulfill orders▪ Ability to understand and speak fluent English

EDUCATION/CERTIFICATION REQUIREMENTS
None

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management about them.

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Date

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, place a copy in the employee's personnel file.