

<b>Property:</b>	Colwood Golf Center
<b>Staffer Name:</b>	
<b>Department:</b>	RSTRNT
<b>Reports to:</b>	
<b>Direct Reports:</b>	None
<b>Position Status:</b>	Part-time, Seasonal, Hourly, Non-Exempt

**Job Description**

**Position Summary**

Prepares and serves alcoholic and non-alcoholic beverages and acts as the facility host during special events.

**Essential Duties and Responsibilities**

- Prepare for opening according to Company procedures including inspection for adequate supplies, procuring additional supplies as necessary, and preparing garnishes, mixes, and pre-mixed drinks.
- Assist in ensuring the buffet, beverage station, and event space are set up before guests arrive for events.
- Greet guests as they enter the bar area.
- Mix, prepare, and serve drinks according to approved recipes.
- Collect checks/payment for drinks served.
- Report complaints to a manager as soon as they occur.
- Maintain and clean bar equipment.
- Assist in maintaining the cleanliness and stock of the event buffet.
- Maintain records of liquors, beers, wine, and sundries to ensure par stock is maintained at all times.
- Maintain daily inventory and records showing which drinks and liquors are in the greatest demand. Assure the efficient and timely submission of all required reports.
- Assist in cleaning up after the event. Such responsibilities may include washing glasses and dishware, vacuuming, and putting away chairs and tables.
- Clean and lock-up according to Company procedures.
- Perform other duties as directed.

**Education/Qualifications/Certifications**

- High school required.
- 1 year serving or bartending experience preferred.
- OLCC Alcohol Server Permit
- Food Handlers Card
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

**Uniquely dedicated. Distinctly different.** *Custom Property Management*

**Position Physical Requirements**

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Give and/or follow verbal and written instructions
- Visually inspect all work areas, food service
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read, and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

**Supervises**

None

**Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals, and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

**Machine/Equipment/Tools Used**

Cash registers, dishwasher

**Position Description Acknowledgement**

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_