



## **Bartender Job Description**

### **Reports To**

The Club Manager and Board of Directors.

### **Job Overview**

The bartender is responsible for keeping the clubhouse clean and organized and assisting and serving both members and non-members as needed. The bartender must be a team player and driven to provide a great experience for both members and non-members of West End Trap Club.

### **Main Responsibilities and Duties**

- Serve members and non-members courteously and efficiently ensuring that the highest standards of customer service are met at all times.
- Operate the cash and card till efficiently, ensuring that all moneys received are correctly registered.
- Ensure the bar and clubhouse is clean.
- Ensure beverages, food, and other inventory is stocked and rotated as needed and displays are maintained.
- Present yourself to members, non-members, coworkers and board of directors in a professional manner.
- Work well with fellow employees.
- I.D. all guests ordering alcoholic beverages who appear to be 40 years old or younger.
- All other appropriate duties as required by the club manager and/or the board of directors.

### **Qualifications**

- 18 years old or older
- Hard working
- Attentive
- Able to answer customer questions on products and services
- Must be able to socialize with members.

- Must be able to operate till and make change correctly and complete credit card transactions correctly.
- Must work well with others.
- Must be able to lift at least 50 pounds and carry short distances.
- Must respond clearly to guest requests.
- Must be able to respond calmly to angry members and notify the club manager or board member.
- Must be able to upsell when appropriate.
- Must be dressed neatly, appropriately and properly groomed at all times.

### **Key Working Relationships**

West End Trap Club is governed by a Board of Directors who make the major decisions for the club and are elected by its members. The Club Manager is chosen by the Board of Directors and reports to the board as needed. Employees of West End Trap Club report to the Club Manager, or the Board of Directors when necessary.

By signing this document, I verify that I understand my role and responsibilities as a bartender of West End Trap Club and will adhere to the expectations the Club Manager and Board of Directors have of me.

Name: \_\_\_\_\_

Date: \_\_\_\_\_