



Windsor Yacht Club

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Position: Bartender

Accountable to: Food & Beverage Manager

Supervision Given: Minimal

Skills Required

- Advanced mixology, liquor, wine, and beer service standards
- Minimum 2 years working as bartender and 2 years as server/wait staff.
- Understanding of ordering, receiving, stocking and inventory procedures
- Thorough understanding for the creation of mixology recipes
- Current Smart Serve Certification up to date

Job Summary

Completes and prepares alcohol and non-alcohol beverages in a timely manner ensuring that quality, consistency, and presentation meet or exceed Member expectations. Follows standard recipes and standard procedures for production and presentation of beverage service items. Organize and maintain bar area. Organize and balance Member charges.

Job Duties and Responsibilities

- Adhere to Responsible Beverage Alcohol Service Standards
- Adhere to the limits of authorized policies, standard operating procedures, programs and budgets
- Be organized with all required administration and service tools each shift
- Be at your assigned bar station prepared for each shift 5 mins before scheduled
- Prepares and deliver quality beverage service for all areas of the Club.
- Prepares and assists with stocking and inventory
- Maintains a clean and sanitary work area and storage facilities
- Prepares fresh squeezed juices for service, maintain par levels
- Receives inventory, when necessary, and stores in appropriate places
- Promptly reports any and all accidents or injuries and unsafe conditions in the bar area
- Assists with the checking of quantity and quality of incoming produce and supplies
- Maintains and cooperates with any and all security procedures with respect to bar inventory
- Assists with training of service and bar staff
- Maintain daily, weekly, monthly specials as directed by Beverage Manager
- Adheres to club policies and procedures
- Ensures that all health and safety regulations are adhered to.
- Any other duties as assigned by management.