

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Banquet Bartender
Hours vary between 10-25 per week
Hours will include nights and weekends
Salary Range: \$9.00 per hour

Non-Exempt (PT)

Function

Promote Hoffman Estate Park District and Poplar Creek Country Club by providing quality service that meets and exceeds the expectations of guests.

Supervision Received

All work is performed under the supervision of the Food & Beverage Operations Manager and Lead Bartender.

Essential Functions and Responsibilities

A. General Administration

1. Open/Close Bar
2. Accountable for all banks and monies brought in on shift
3. Prior to function meet with Lead Bartender to go over details on function sheet
4. Setup stock, ice bar, prepare fruit, glass washing and cleansing and sanitizing bar.
5. Mix and pour drinks
6. Use a computer keyboard to ring in drinks when necessary
7. While bar is closed during dinner assist in serving or other duties assigned by coordinator when needed.
8. Meet dress and grooming standards
9. Perform other duties as assigned by the Food and Beverage Operations Manager or Lead Bartender.

B. Customer Service

1. Bartender will greet all guests in a friendly manner.
2. Bartender will be courteous and respectful towards guests at all times
3. Take drink orders in a timely fashion
4. Bartender will observe guests and know when to stop serving alcohol to an intoxicated guest.
5. Bartender will provide the guests with accurate information in all park district communications

C. Safety Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employer Safety Manual.

Marginal Responsibilities

1. Communicate with residents, employees and vendors via telephone.
2. Polish silver ware

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.
3. Must be able to work at various.

Physiological Considerations

1. Must be able to work prolonged hours while standing.
2. Must be able to work prolonged hours during nights and days as needed
3. Must be able to work at various times

Environmental Considerations

1. May perform his/her duties indoors and outdoors, and will be subject to extreme hot and cold conditions occasionally.

Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.

Requirements

1. Obtain and/or renew an alcohol awareness certificate with the Hoffman Estates Police Department on an annual basis.
2. Must be 21 years or older
3. Valid Illinois Driver's License
4. Operate equipment necessary to complete assignments.
5. Able to lift 50lbs with no bending or twisting restrictions.
6. Deal with the public and fellow employees in a polite and businesslike manner.
7. Become familiar with the Employee Safety Manuals.
8. Perform all other duties as assigned

Experience

1. Two years experience in Restaurant/Banquet bartending

Education

1. High school or bartending school graduate.

Division Director Approval: _____ Date: _____