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**BARTENDER**

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**Department:** Food & Beverage

**Date:** Revised April 2018

**Level:** V

**Basic Function:** To facilitate food and beverage service to each guest in an expedient, professional and courteous manner. Support other servers in all beverage services

**Work Performed:**

1. Arrive at scheduled start time in appropriate uniform and ready for work
2. Uniform must be neat and pressed
3. Collect and set up any necessary equipment to perform job including all side-work
4. Know all contents of menus (i.e. food, wine, beer and liquor)
5. Take food and beverage orders in complete and timely fashion
6. Serve guest and internal employees in established standards
7. Execute beverage service following established recipes
8. Know and follow laws of liquor service
9. Keeps work station clean at all times
10. Read all memos
11. Maintain a positive and professional attitude towards guests and co-workers
12. Operate Micros (POS) in proficient manner
13. Report to Food & Beverage Manager before ending work shift
14. Act as an ambassador of The Cove Eleuthera by speaking positively of the Resort at all times
15. Foster a work environment of teamwork and mutual service by assisting co-workers and other departments as necessary to ensure guest satisfaction
16. Know resort layout
17. Work efficiently and as a team
18. Other duties as assigned

**Supervision Exercised:** None

**Supervision Received:** Restaurant Manager & Beverage Supervisor

**Minimum Requirements:**

High school diploma or equivalent. Must work well with or without direct supervision. Must be neat and well groomed at all times. Needs to be flexible, self motivated, positive and have a professional attitude towards guests, co-worker and management. Must maintain current food handler's certification. Prior bartending and serving experience required. English skills necessary to communicate with guests. Computer skills helpful. Knowledge of liquor laws

**Physical Requirements:**

Lifting & Carrying up to 45 lbs.  
50% walking, lifting and bending  
50% Standing  
Hearing and Manual Dexterity  
Distance vision 1-3 feet  
Use of Cleaning Solutions

**I have reviewed and understand this job description**

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Employee Signature

Date

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Name (Please Print)