



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT JOB DESCRIPTION

TITLE: Bartender

REPORTS TO: Restaurant Manager

DEPARTMENT: Food & Beverage (FOH) **FLSA STATUS:** Non-Exempt (Hourly)

JOB SUMMARY

The Bartender is a detail-oriented, friendly, outgoing individual, skilled in multi-tasking and leading in high-pressure, extremely busy situations. The Bartender must demonstrate a commitment to exceptional service while representing the values and standards of Owl's Nest Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare alcoholic and non-alcoholic beverages for bar, restaurant, and resort guests.
- Interact with guests, take orders, and serve drinks as well as food.
- Assess guest needs and preferences and make recommendations.
- Check guest identification and confirm it meets legal drinking age.
- Restock and replenish bar inventory, materials, and supplies.
- Comply with all food and beverage regulations.
- Keep inventory and report sales at the end of each business day; must be responsible with money. This will require a daily cash-out.
- Take and deliver orders with accuracy and in a timely manner.
- Work alongside other Food & Beverage employees to generate a positive and friendly, guest-focused environment for guests and patrons.
- Check the quality of final servings and resolve any issues.
- Deliver checks, accept payment methods, and manage cash and/or credit slips.
- Ability to build relationships with coworkers and guests and ensure mutual satisfaction.
- Contribute to a team environment.
- Ensure a positive and pleasant guest experience.
- May perform duties from other positions as needed or assigned to maintain proper operations of the resort property.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED equivalent.
- Two (2) years' experience in full-service bartending.
- One (1) year experience in full-service dining service preferred.
- Excellent knowledge of mixing, garnishing, and serving drinks.
- Ability to adapt to situations and make adjustments accordingly.
- Ability to keep the bar organized, stocked, and clean.
- Working knowledge of cash register and point of sale software.
- Outstanding verbal communication and interpersonal skills.
- Ability to analyze and solve problems in a fast-paced environment.

- Organization and attention to detail, positive attitude, and ability to work as part of a team.

LICENSURE/CERTIFICATIONS REQUIREMENTS:

- TIPS Certification within 30 days of hire.
- Participation in ongoing training and education.

WORKING CONDITIONS:

- Flexible schedule, which may include night, holiday, and weekend assignments.
- Must be able to lift and stack objects up to 20 pounds occasionally and frequently exert 10 to 20 pounds of force to lift, carry, or otherwise move objects.
- Work involves frequent periods of standing and walking.
- Work involves stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist.
- Able to hear well in a loud environment.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Restaurant Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Restaurant Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date