



Job Description

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Position Title: Bartender
Position Supervisor: Director of Food & Beverage

Job Number: 2023-09
Schedule: Part-Time
Seasonal
Non-Permanent

Salary: \$14-\$16/hr
plus Gratuities

FLSA Status: Non-Exempt

Travel Req'd: None

Summary

The Bartender is responsible for serving alcoholic and non-alcoholic beverages within Club facilities and private event venues as needed. The bartender may assist clubhouse servers by taking menu orders seated at the bar. No supervisory duties are included in this position.

Essential Duties & Responsibilities

- Prepare and serve beverages (alcoholic and non-alcoholic)
- Inspect bar prior to opening to ensure adequate stock and supplies; sets up bar in club facility or event venue following Club procedures and standards.
- Prepare garnishes, mixes, and pre-mixed drinks.
- Check identification of members/guests to verify age requirements for the purchase and consumption of alcohol.
- Mix, prepare and serve drinks according to the recipes approved by the Food & Beverage management team.
- Greet members and guests.
- Collect checks/payments for beverages and/or menu items served at the bar; ensure appropriate billing to member/guest charge accounts.
- Maintain clean bar area and equipment.
- Maintain stock/inventory records of beverages, supplies and sundries used at the bar area.
- Maintain daily/shift records indicating drinks in the greatest demand.
- Report all concerns and complaints to Food & Beverage management team.
- Clean and lock up bar area/event venue according to Club procedure.
- May take member/guest menu orders; may assist clubhouse servers as needed in delivering menu items to members/guests.
- May use Club vehicles to transport supplies, sundries, and similar in support of bar and event operations.
- Perform other related duties as assigned.

Minimum Education

Preferred: High School Diploma or Equivalent

Minimum Experience

Required: 1 year's experience tending bar, mixing, and serving alcoholic and non-alcoholic beverages.



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Preferred: 3 years' experience in tending bar, mixing, and serving alcoholic and non-alcoholic beverages. Experience in a private club or fine dining environment. Experience with JONAS point-of-sale system.

Knowledge, Skills & Abilities

- Skill in the use of English grammar, spelling, punctuation, and mechanics.
- Ability to be flexible and adapt to changing requirements in a fast-paced, dynamic environment.
- Ability to communicate orally and in writing with diverse audience.
- Ability to use point-of-sale system.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to lift up to 50 pounds.

Additional Requirements

- Must be at least 18 years of age.
- Must be able to pass background checks and motor vehicle record checks.
- Must possess current TIPS training, or be able to complete such training within 60 days of hire.
- Must possess valid driver's license in accordance with the laws of the State of Montana; must be insurable under the company's auto insurance policy.
- Must be reliable, responsible, and dependable and able to work variable and flexible shift to include evenings, weekends, and holidays as required.

Environmental & Physical Conditions

General physical activities. Work involves standing for long periods of time; lifting; balancing; stooping; reaching; bending; and safely lifting and carrying items up to 50 pounds.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.

Manager Signature/Date

Employee Signature/Date