



Job Description

Job Title: Food and Beverage Lead

Department: Beverage

Related Titles: PM Ala Carte Bartender

Reports to: Food and Beverage Manager

Supervises: PM Racquet Clubhouse Staff and Pool Snack Shop Staff (When Shift Supervisor is not present)

Job Summary

Prepare, pour, and serve alcoholic and non-alcoholic beverages. Requires knowledge of all aspects of mixology including food/wine pairings and wine presentation and service. Requires all knowledge of opening and closing procedures to comply with Club standards.

Job Essentials

- Inspects the Racquet Clubhouse Bar and Snack Shop prior to opening to ensure that adequate supplies are available.
- Menu comprehension to assist with food service as needed.
- Requests additional supplies as necessary and stocks the bar and oversees the Snack Shop Staff when Shift Supervisor is not present.
- Follows set-up procedures.
- Prepares garnishes, fruits mixes and pre-mixed drinks prior to opening bar.
- Greets members and guests.
- Mixes, prepares, and serves drinks to members and guests and mixes and prepares drinks ordered by food and beverage servers according to approved standard recipes.
- Collects Member names to bill appropriately.
- Reports complaints to a manager as they occur.
- Maintains and cleans bar area and equipment.
- Maintains records of liquors, beers, and wine to ensure bar stock is always maintained.
- Cleans and locks the bar area according to prescribed closing procedures.
- Attends staff meetings including pre-shift (line-up) sessions and training as required.
- Carefully follows all laws and club policies and procedures regarding alcoholic beverage service and informs manager if continued service to a member or guest is in question.
- Serves drinks to members and guests seated at lounge tables in the absence of a beverage server.
- Continually practices beverage and revenue control procedures.
- Completes other appropriate work assignments as requested by supervisor or manager.
- Maintains records of food preparation and cleaning schedules in the Snack Shop.
- Ensures that all food items are correctly stored, labeled, dated, and rotated to prevent any health or safety hazards from occurring, and takes precautions against possible spoilage.
- Properly locks up and inspects Snack Shop facility for cleanliness at the end of business day.



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Job Knowledge, Core Competencies and Expectations

- Stocks bar and completes other pre-opening requirements.
- Prepares and serves alcoholic beverages according to standard recipes.
- Skilled at slowing and refusing alcoholic beverage service when necessary.
- Complies with basic safety and sanitation requirements.
- Good organizational skills.
- Basic knowledge of club's POS system or comparable POS system preferred.
- Knowledgeable of all aspects of department and daily club operations, including events and operating hours.
- Ability to read and understand Banquet Event Orders (BEOs).
- Ability to work at large or small events with minimal supervision and in a team environment.
- Cleans bar and completes other pre-closing requirements.
- Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Experience and Background

- Minimum of three years' work experience as a bartender required.
- Minimum of one year work experience as a bartender in a fine dining establishment preferred.
- Minimum of one year work experience in a working supervisory role preferred.

Physical Requirements and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in a hot, humid, and noisy environment.

Licenses and Special Requirements

- TIPS/BASSET Certification
- Food safety certification.
- At least 21 years of age to prepare and serve alcoholic beverages.

This job description is not exhaustive of all the job tasks, but a guide, and tasks may be added or removed by your immediate supervisor according to changes that may occur in the working environment.

I, _____ acknowledge receipt of the Job Description, issued by Oak Park Country Club. I have read and fully understand it and accept that the job description contained therein.



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Job Title: Food and Beverage Lead

Employee Name: _____

Signature _____

Date _____