
Employee Name (Please Print)

Date

Pine Mountain Club Property Owners Association
Job Description

Job Title: Bartender/Cocktail Server
Department: Lounge
Reports to: Food and Beverage Manager
Approved by: General Manager
Approved date: 6/07

SUMMARY

Preparing and selling alcohol and nonalcoholic beverages to PMC members and guests.

WORK HOURS

Part time; flex hours, On-call. Determined at hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties as assigned.

- Prepares and serves regular and special drinks
- Enforce the rules and regulations of the Associations and Department of the ABC
- Maintain a professional appearance
- Maintain a clean working environment
- Follow bar opening and closing procedures to include balancing the money drawer
- Operate cash register, and miscellaneous equipment
- Stock supplies
- Follow all safety rules and procedures
- Work with other departments with club events
- Report any potential problems and disturbances
- Maintain a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Attend safety meetings as required

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

Employee Initials _____ Dept Manager initials _____

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be 21 years of age or older.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

ABC certified a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand; walk; and use hands to finger, handle or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Employee Initials _____ Dept Manager initials _____

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

TOOLS & EQUIPMENT USED

Class washer, CO2 beer tapers, soda machine, hot dog machine, popcorn machine, ice maker, blender and microwave.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA'S policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an 'at will' employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Human Resources Manager

Date

Employee Initials _____ Dept Manager initials _____