



THE ROYAL ST. LAWRENCE YACHT CLUB

JOB DESCRIPTION

JOB TITLE: BARTENDER
REPORTS TO: F&B MANAGER
DEPARTMENT: FOOD AND BEVERAGE

SUMMARY:

The Bartender is responsible to ensure that all Members and Guests enjoy superior beverage service. This is achieved through proper set up of the bar and efficient service of tables. The ideal candidate will be responsible for ensuring Member and Guest expectations are exceeded within the Club standards. This position must demonstrate strong communication skills, providing exceptional customer service while maintaining a professional demeanor.

DUTIES:

- Adhere to standards, policies and procedures set by the Club and Management (i.e. Uniforms, cell phones, dress code, etc.)
- Have full knowledge of beverage wine lists and promotions
- Ensure compliance with provincial liquor legislation and regulations
- Assist Bar Manager with bar inventory
- Responsible for set up of Indoor and outdoor Banquet Bars
- Create checklists twice a week for Bar Manager on items that require reordering
- Log daily events in the Bar Log Book (i.e. member complaint, etc.)
- Member complaints must be logged and a voice message to be left with the F & B Director.
- Enforce the Club's Alcohol Policy (Zero Tolerance)
- Maintain supplies in the bars; replace them when needed, including stock, fresh garnishes and clean glassware
- Ensure the lounge is attended and is kept clean and tidy at all times
- Prepare drink orders for service staff as requisitioned via chit printer
- Prepare drink orders for members and guests over counter
- Assist banquet manager in setting up/take down bar for events (i.e. weddings, regattas)
- Perform inventory at the conclusion of events

- Assist service staff with food orders and delivering drinks to F & B outlets as required.
- Responsible for the upkeep of Food and Beverage storage areas
- May assist in the loading and unloading of supplies from boats when required
- Other duties as assigned by the F & B Supervisor.

QUALIFICATIONS AND REQUIREMENTS:

- Excellent oral and written communication skills
- Must be a team player
- Must be able to work flexible hours, weekends and holidays.
- Energetic and flexible, able to work well under pressure
- Previous customer service experience is an asset
- Self-motivated, creative, capable of working in a team environment
- Previous bartending experience preferred
- Knowledge of wine types and varietals as well as proper wine pour service
- Command of the French and English language, both written and spoken

HEALTH AND SAFETY:

- Standing for long periods of time
- Ability to lift up to 50 pounds
- Evening, weekend, and holiday hours as required
- Attend department meetings and participate in training as required
- Must be Bondable as well as able to provide a clear Criminal Record Check

HOURS OF WORK:

- Full-Time position. Must be able to work shifts (day/ afternoons/evenings, holidays)