



JOB POSTING

Position Title: Banquet Bartender

Date of Notice: March 7, 2022
Job Location: The Glen Club in Glenview, IL
Start Date: Immediate
Reports to: Banquet Captain & F&B Managers
Send Applications to: Omar Lopez via email to olopez@kempersports.com

Property Description:

Located in the north side Chicago suburb of Glenview, The Glen Club is a world-class daily fee golf club with corporate memberships. The facility includes a Tom Fazio-designed golf course and a 50,000 sq. ft. clubhouse that houses a golf shop, locker rooms, a full-service restaurant, spacious banquet facilities, 21 overnight guest accommodations, the Illinois Golf Hall of Fame, Korn Ferry Golf Tour event and is the home of the Illinois Section of the PGA.

Position Summary:

Service of beverages to guests, all in a prompt, efficient, and courteous manner. Set room as detailed on banquet event order. Responsible for service and set-up / tear down for all meeting and banquet rooms as indicated on banquet event order.

Essential Duties and Responsibilities:

- Report to work as scheduled. Be in uniform and ready to work before punching time clock.
- Set banquet or meeting room according to detailed event order. Bartender is responsible for setting up satellite bar, bar table and gathering liquor. Fully stock bar depending on guest count guaranteed.
- Set tables as instructed.
- Set up assigned station and inspect for cleanliness and order.
- Attend pre-meal briefing, listen and follow banquet manager's (or captain's) instructions.
- Service members and guest's using prescribed service standards.
- Maintain a clean and organized work area throughout your shift.
- Attend to the needs of all guests.
- Display a positive, friendly and professional attitude.
- Report all guest comments to your supervisor.
- Perform all duties deemed necessary to guarantee total guest satisfaction.
- Be kind and courteous to members and your peers and promote teamwork.
- Remain at the bar during hours of service, no cell phones on the floor or wandering off without prior authorization from manager.
- Bartender is responsible for communicating with all guests rules on tipping, bartenders should not be soliciting tips from any event.
- Perform related as requested or required by your supervisor.
- Be well versed on all food and beverage items regarding preparation and presentation.
- Comply with all policies regarding safety, health, sanitation and service of alcoholic beverages.
- Attend all scheduled staff meetings and training sessions.

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- Maintain all banquet equipment i.e. that it is clean and in working order.
- Perform other duties as requested by manager

Qualifications:

- High school or equivalent. Must be 21 years or older.
- One-year prior experience as bartender preferred. May be able to train.
- Courteous, professional, and business-like appearance, demeanor and behavior.
- Basset certification
- Ability to show up for work on time prepared to work.
- Ability to follow directions from your supervisor or prevailing Manager on duty.
- Ability to accept constructive criticism.
- Ability to interact well with co-workers, Members and guests.
- Ability to understand and follow work rules and procedures.
- Speak and communicate in English.
- May be required to work varying schedule, nights, and weekends
- Must stand for long periods of time
- Must lift up to 50 lbs.

Classification:

Part Time, Seasonal, Hourly, Non- Exempt

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