



JOB POSTING

Position Title: Bartender – Restaurant

Date of Notice: March 7th, 2022
Job Location: The Glen Club, Glenview, IL
Start Date: No later than May 20, must work until August 7
Reports to: Food and Beverage Managers
Send Applications to: Justin Moses – jmoses@theglenclub.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 Tour event and is the home of the Illinois Section of the PGA.

Position Summary

Prepares and serves alcoholic and non-alcoholic beverages as well as food to guests in Grill Restaurant.

Essential Duties and Responsibilities

- Prepare for opening according to Company procedures including inspection for adequate supplies, procuring additional supplies as necessary, and preparing garnishes, mixes and pre-mixed drinks.
- Greet guests as they enter the bar area.
- Mix, prepare and serve drinks according to approved recipes.
- Collect checks/payment for drinks served.
- Comply with uniform requirements and hygiene standard as set forth by the club.
- Maintain and cleans bar equipment/glassware.
- Maintain records of liquors, beers, wine, tobacco and sundries to ensure par stock is maintained at all times.
- Maintain daily inventory and records showing which drinks and liquors are in the greatest demand. Assure the efficient and timely submission of all required reports.
- Clean and lock-up according to Company procedures
- Report complaints to a manager as soon as they occur.
- Perform other duties as directed.

Education/Qualifications/Certifications

- High school required.
- One year bartending experience preferred.
- 21 years of age+
- Basset and food handling certifications – may be taken before first day
- Demonstrated quality written, verbal, and interpersonal communication skills.

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- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner, and appearance in all situations.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Give and/or follow verbal and written instructions
- Visually inspect all work areas, food service
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
Lift up to 100 lbs. occasionally, 50 lbs. frequently, and 20 lbs. constantly

Classification:

Part-time or full time, Seasonal or Regular (year-round), Hourly, Non-Exempt

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