

Title: **Bartender**

About the Organization The Hamilton Club is Lancaster's finest private social club, where members of the community gather for relaxation and camaraderie. The Club's refined surroundings, fine dining, business accommodations, stimulating social activities and recreation, fitness and athletic opportunities make it the place where friends, family and business associates come to "live well" as they enjoy the amenities and advantages of a private social club.

Member benefits include the Club's social and fitness activities (including duckpin bowling, onsite health club with 24/7 access, and two full-size squash courts), plus privileges at over 75 reciprocal clubs around the country and abroad, and the ability to book private events in any of the Club's banquet rooms.

WHO WE ARE

The Hamilton Club is a private social club with an unwavering commitment to providing personalized attention and exceptional life-enhancing experiences to help its members *Live Well*.

Description **The Hamilton Club of Lancaster** is seeking bartenders with experience to join our team. Buchanan and Tower bars are the most popular bars at the Club. In addition, party bars are available for small parties up to parties of 200 or more.

Character:

- Follows department and Hamilton Club policies and procedures including, but not limited to parking, cell phone use and conduct on the floor. Acts ethically and honestly at all times.
- Adheres to all uniform, grooming & hygiene standards and maintains a professional appearance at all times.
- Knowledgeable of all aspects of daily Club operations including events and operating hours.
- Arrives to work on time. When necessary, follows proper procedures for tardiness, calling out and requests off.
- Displays commitment to the Club by demonstrating initiative toward assigned tasks and willingness to learn
- Works effectively and efficiently with other club staff
- Follows verbiage standards when interacting with members and guests. Effectively communicates with management and peers
- Makes a considerable effort to go "Above and Beyond" to exceed member and guest expectations. Is attentive to members/guests and tries to anticipate their needs on a consistent basis. Takes pride in service.

Responsibilities:

- Ensures that the bar area is clean, sanitary and equipment is in working order.
- Follows all service standards on a consistent basis including, but not limited to, using appropriate glassware and measuring equipment when dispensing spirits.
- Effectively controls waste

- Is aware of all state and local laws pertaining to the sale, service and consumption of alcoholic beverages. Follows the appropriate steps when “cutting off” members and guests from further consumption. ID’s members and guests effectively.
- General understanding of the production and differences in liquor, aperitifs, cordials, beer and wine.
- Complete knowledge of available beverages including types of liquor, aperitifs, cordials, beer, wine and nonalcoholic beverages.
- Knowledgeable of the Club’s point of sale system and uses it efficiently and effectively on a consistent basis.
- Assists service staff during periods of down time
- Demonstrates proper wine service.

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.

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 organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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 stand, walk, and talk or hear. The employee frequently is required to use

hands; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The noise level in the work environment is usually moderate. Employees in this position must have good listening and verbal communication skills in order to successfully work with the kitchen, other staff members, management and members at variable noise levels.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervising manager and/or other club staff personnel.

This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship

Part Time
Non-Exempt
Drug Free Work Environment