



JOB POSTING

Posting Date: February 6, 2019

Position Title: **Bartender**

Location: Bandon Dunes Golf Resort – **The Inn Bar**

Reports To: F&B Manager

Closing Date: Until filled

Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Primary Duties:

- 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.
- Report complaints to a manager as soon as they occur.
- Maintain and cleans bar equipment.
- 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.
- Perform other duties as directed.

Minimum Qualifications:

- High school diploma or equivalent required.
- 1 year bartending experience preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- 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.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

Bandon Dunes is an Equal Opportunity Employer