



## Shawnee Inn and Golf Resort.

### Job Description Form

**Department:** Restaurant- River Room

**Job title:** Bartender

**Reports to:**  
**Title:** Restaurant Manager

**Type of position:**  
FT(35hrs) PT(14-21hrs)

**Date Written:**  
3/30/2005

**FLSA Designation:**  
Nonexempt

### Basic Qualifications

#### Education/Training:

High School Diploma Preferred

Degree in Mixology and TIPS Certification Preferred

18 years of age REQUIRED

#### Skills:

1. Proficient reading, writing, mathematical, and grammar skills
2. Proficient Interpersonal relations and communicative skills
3. Basic computer skills
4. Ability to work efficiently with minimal supervision
5. Knowledge of beer, wine, and liquor
6. Ability to concoct basic and complex mixed drinks

**Experience:** One-year experience preferred

#### Essential Functions:

1. Serves guests including but not limited to food, drinks, information, etc.
2. Caters to the wait staff's needs. Duties include making drinks, cashing checks, etc.
3. Promote the Shawnee Inn and its amenities
4. Responsible for a \$200 bank, receiving money for drinks/food, and providing change
5. Abides by current laws and policies concerning serving guests food, alcohol, etc.
6. Prepares coffee, liquor, bar snacks, fruit, juice, glasses, ice, ashtrays, rags, etc. for the day/night
7. Checks the soup of the day and other specials or changes to the menu
8. Cleans the floor, bar, and tables of any leftover glasses, plates, or food

9. Secures the liquor and bar at the end of the night
10. Restocks any beer, glasses, condiments, and juices if needed
11. Orders more beer, wine, or liquor if needed

**Ancillary Duties:**

1. Attends all mandatory in-service training and required meetings.
2. Performs tasks, which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

**Physical Demands:**

1. Must be able to stand and walk for up to 8 hours a day
2. Must be able to lift up to 80 pounds occasionally
3. Requires grasping, writing, repetitive motions, listening, hearing, and visual ability
4. Requires manual dexterity to use and operate all necessary equipment
5. Must have finger dexterity to operate office equipment

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.