

PARKS AND RECREATION DEPARTMENT

A. JOB TITLE – Bartender

B. DEFINITION Perform daily Bartender duties in the golf shop at the clubhouse of Eberhart-Petro Municipal Golf Course

C. EQUIPMENT USED

1. Phone
2. Computer
3. Calculator
4. Kitchen Equipment
5. Cash registers/Point of Sale Program
6. Copier/Fax
7. Portable Radio
8. Bar Equipment

D. JOB LOCATION

Eberhart-Petro Golf Course, 801 N. State St., Mishawaka, IN 46544

E. PHYSICAL REQUIREMENTS

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 reach with hands and arms. The employee frequently is required to stand, work, and use hands to finger, handle and feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance; stoop, crouch or crawl; talk and hear. The employee must frequently lift and or move up to 25lbs. and occasionally lift and or move more than 50lbs. Specific vision abilities required by this job and the ability to adjust and focus.

F. ENVIRONMENTAL/WORKING CONDITIONS

Equal proportion of time spent indoors and outdoors. Outdoor work depends on weather conditions. Office hours vary throughout the week, including evenings and weekends.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Prep and Service food and drinks
2. Clean
3. Handle Cash

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Must have basic knowledge of the food and beverage operation
2. Must possess good public relations, communications, reading and writing skills.
3. Must have good and prompt attendance and be able to establish and maintain good working relationships with coworkers and public
4. Must act professionally and fairly with employees and public
5. Must accept supervision and responsibility
6. Must be self-motivated and able to work independently without constant supervision

J. QUALIFICATIONS:

1. Must be 21 or older
2. Valid driver's license
3. Must have a valid liquor license
4. Must have a Safe Serve Certification