



## JOB POSTING

Date of Notice: May 9<sup>th</sup>, 2017

Position Title: **BARTENDER**

Job Location: Bandon Dunes Golf Resort - Punchbowl/Tap-In

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Drive, Bandon, OR 97411  
Fax: 541-347-5850  
[jobs@bandondunesgolf.com](mailto: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 send a completed application to the address shown above prior to the closing date. Complete position description available upon request.*

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