



Job Title: Clubhouse Bartender
Department: Public Properties
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 2/20/24 (Council Created)

Accountability

Under the direction of the Public Properties Director and Golf Shop Manager, respectively.

Job Summary

Assists in the operation of the bar counter at the municipal nine-hole golf course clubhouse. May assist with other clubhouse duties, including collection of green fees, tee time reservations, and inquiries as needed.

Essential Job Functions

Organizes the opening and closing of the golf course clubhouse as outlined by the Golf Shop Manager; greets customers and provides professional customer service; receives orders, responsibly prepares, and serves alcoholic and non-alcoholic beverages to patrons; operates a cash register and POS system, issues receipts, makes change, and accounts for all cash received; clears, cleans, and resets tables that have been vacated; maintains cleanliness in all areas of the bar including counters, sinks, glassware, utensils, shelves, storage areas, and associated equipment; receives and verifies the delivery of inventory as directed by Golf Shop Manager; assists with clubhouse rentals; assists with the restocking and replenishment of bar inventory and supplies; identifies and advises the Golf Shop Manager regarding building and facility maintenance; and assists with month-end inventories and reports.

May assist with the following tasks as needed: Collection of green fees; reservation of tee times; response to patron inquiries, complaints, and information requests; explanation and enforcement of golf course rules and regulations; operation of alcohol cart on golf course grounds; cleaning of restrooms, basement, storage rooms, and exterior patio.

Knowledge, Abilities and Skills

Knowledge of liquor license rules and regulations and best practices in inventory control. Basic math skills. Knowledge of mixology and ability to prepare and serve drinks efficiently at a patron's request. Ability to assist Golf Shop Manager to complete stock orders, receive products, and verify their receipt; and ability to operate computer and POS system with high degree of accuracy. Ability to stand for long periods of time and lift up to 50 pounds; and ability to work flexible hours with some morning, afternoon, evening, and weekend hours. Good oral and written communication skills required to effectively communicate on a daily basis with other City employees and the public, especially in situations where customers may be inebriated.

Education and Experience

Graduation from High School or equivalent is desirable, plus at least six (6) months' experience in customer service or food/beverage operations preferred.

Special Requirements

Must be at least nineteen (19) years of age. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to operating a liquor license.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*