



Golf & Conference Center

Job Description for Bouncer/Barback

This brief job profile is to give a general idea of the job and in no way states or implies that these are the only duties to be performed by the employee in this position. In our employees, we look for a passion to anticipate and meet our guests' needs and an insatiable desire to attain the highest levels of quality and service in all areas of the hotel. Interacts with guests in a courteous and efficient manner, an eye for detail and high job standards. English verbal communication skills; second language a plus.

Job title: Bouncer/Barback

Department: Lounge

Reports to: Lounge Manager

Level: Hourly

Type of position:

Full-time

Part-time

Hours ____/week

Exempt

Nonexempt

Brief General Job Description:

Responsible for enforcing ABC laws, removal of intoxicated patrons, stock handling and storing, assisting Bartender, cleaning glassware, and overall cleaning duties. This is a fast paced position that will involve constant customer interaction.

Essential Functions *(Duties include but are not limited to):*

- Enforcing ABC laws including removing of intoxicated patrons from hotel.
- Stocking Bar with Supplies
- Assisting Bartenders, Cocktail servers and Lounge Door Attendant
- Reports unsafe conditions to supervisor.
- Responds quickly to requests from guests, supervisors or management in a timely, friendly and efficient manner.
- Follows up to ensure guest satisfaction.
- Maintains supplies neat and organized to department standards.
- Maintains security of equipment, keys and supplies issued each day.
- Reporting missing articles, damage or mechanical problems restaurant area and equipment.
- Provides a professional image at all times through appearance and dress.
- Follows company policies and procedures.

NOTE: Other duties as assigned by supervisor or management

Requirements:

- Requires standing/walking/bending throughout shift
- Great customer service skills
- Able to work all shifts and flexible schedules including weekends and holidays
- Minimum of 18 years of age to serve alcoholic beverages
- Excellent communication skills and an eye for detail and the ability to multi-task
- Ability to lift up to 100 lbs

Work experience requirements:

- N/A

Education Requirements:

- N/A

Approved by:

Title:

Date posted: