



GLENORA

Winery • Inn • Restaurant

WINE CELLARS

Setting the Standard of Excellence Since 1977

Job Title: Bartender
Department: Restaurant
Reports To: Dining Room Manager/ Head Server
Job Type: Part-time
Shifts: Day/Evening shift
Work Location: In person
Pay: \$16.00/hour

MAJOR DUTIES & RESPONSIBILITIES:

- Serves meals and beverages to guests according to established rules of etiquette
- Familiar with the alcohol laws and checks ID's for all guests under 45
- Advises guests of specials (both bar and dining room) and appropriate wines, and answering questions about food preparation
- Relays order to kitchen using computer system
- Follows recipes and guidelines set forth by manager
- Observes diners and responds to any additional needs and determines when meal is completed
- Totals bill and accepts payment, closing check on the computer system
- Responsible for keeping the bar tidy and clean at all times.
- Stocks all wine/beer/liquor/soda as needed throughout the shift
- Cleans all coolers and kegs coolers daily
- Pours all beverages for servers and guests in a timely manner
- Exhibits habits of cleanliness, sanitation and organization
- Is alert to cleanliness of floors, bar, windows, furniture, etc., and cleans as needed
- Restock bar/liquor items at the end of every shift. Is responsible for taking out bottles and trash from FOH use
- Responsible for checking tables for proper set-up prior to and after meals in lounge
- Is an outstanding example of the Glenora team to our guests and potential guests
- Communicates in a positive manner to all employees
- Ensures that every guest of Veraisons Restaurant and the Inn at Glenora experiences the excellence of the Glenora Brand