



JOB DESCRIPTION: Server/ Bartender

The Server, reporting to the Food Service Supervisors, sets tables, takes orders and serves meals and drinks (bar) to members and guests according to well established rules of etiquette and performs various incidental duties to provide satisfactory service. Maintains cleanliness and order in serving areas. Obtains chit (check) and sees that it is paid or signed.

Key Responsibilities

- Provide professional, responsive and friendly beverage & food service to members / guests
- Demonstrate complete and accurate knowledge of the full menu, wine and drink list, dessert menu, specials and buffet items
- Be attentive to members' needs, circulate the room as needed and respond quickly. Always be ready to take food and beverage orders with chits and pencils on hand at all times
- Spot opportunities to offer suggestions for beverages, refill empty glasses and up-sell to increase sales
- Use good judgment and discretion when serving alcohol
- Recommend wines to accompany menu items
- Stock bar with adequate wines, liquor, beer, pop, juices, fruit, glassware, ice swizzle sticks, napkins, straws etc.
- Handle complaints with professionalism and tact. Take action if possible or escalate to the supervisor
- Maintain a safe and clean bar environment – ensure all glassware and machines are clean, all surfaces are wiped and all equipment is turned off at shift end
- Ensure all members are accurately charged for their chits; create a summary and end of shift report. Place all chits at the main bar for processing
- Perform thorough close out procedures, including; clean and stock the bar area, remove all garbage and recyclables
- Follow all Health & Safety policies and F&B procedures & standards

Requirements

- Full knowledge of mixed drinks, wines, liqueurs and cognacs
- Ability to mix drinks and know how to prepare a variety of cocktails and fancy drinks
- Working knowledge of proper glassware use, handling techniques and garnishing
- Pleasant, respectful and professional when communicating with others
- Commitment to delivering exceptional service – courteous and friendly
- Commitment to teamwork and cooperation

- Effectively follow established health & safety / F&B guidelines and policies
- Contribute to a positive work environment and demonstrate a positive attitude
- Work in an efficient manner while managing multiple tasks and priorities
- Excellent communication and interpersonal skills
- Ability to build and maintain excellent relationships with diverse people, including kitchen and dining staff

Salary and Benefits

- Period of employment is April – December
- Full Time Seasonal and Part Time Seasonal positions are available.
- Golf privileges upon the discretion of the club.

Cataraqui is an equal opportunity employer and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Cataraqui Golf and Country Club will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require.

Please forward cover letter and resumes in confidence by email to:

Corinne Dixon

Food and Beverage Director
Cataraqui Golf & Country Club
cdixon@cataraqui.com