



JOB TITLE: Bartender
DEPARTMENT: Food & Beverage
REPORT TO: Food & Beverage Manager
DATE REVISED March 8, 2022
CLASSIFICATION: Non Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

The bartender provides food and beverage service to customers of Anchorage Golf Course. Bartenders mix and serve drinks, assist wait-staff, operate all equipment behind the bar. Help maintain order and abide by all State and local liquor laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mix and pour drinks for customers
- Maintain a clean and well stocked work area
- Operate the cash register and credit card machine
- Communicate with other staff regarding needs of customers
- Handle problems that arise in an effective professional manner
- Must have a cheerful and outgoing personality

JOB SPECIFICATIONS:

- Must be 21 years or older
- At least two years experience with customer service in Liquor Industry
- Must have current Training for Alcohol Professional (TAPS Card)
- Must have a current Food Handler's Card
- Ability to mix drinks and operate bar equipment
- Must be able to stand for long periods and lift 50 lbs.

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- Must comply with applicable sanitation, health and personal hygiene standards