



SEATTLE GOLF CLUB

Job Title: Bar Manager

Reports to: Food and Beverage Manager

Job Summary (Essential Functions)

Responsible for management of all bar areas in a manner living up to the standards of Seattle Golf Club. Meets revenue and expense budget goals, manages within budgetary restraints and look for increased revenue opportunities. Supervises beverage department personnel and develops and implements programs to improve product knowledge and job performance.

Job Knowledge, Core Competencies and Expectations

- Assures a high standard of appearance, hospitality and service in all areas.
- Knowledgeable of all aspects of department and daily club operation, including scheduled events and operating hours.
- Meets revenue and expense budget goals, manages within budgetary restraints and looks for increased revenue opportunities.
- Supervises beverage department personnel and develops and implements programs to improve product knowledge and job performance.
- Acts ethically and honestly at all times, in accordance with employee manual expectations.
- Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Job Tasks/Duties

- Acts as the primary bartender for the entire club operation.
- Recruits, trains, schedules and supervises bar personnel according to established club procedures. Works with the Food & Beverage Manager to conduct employee reviews for beverage department personnel.
- Develops and maintains standard operating procedures and beverage-related training manuals to help assure that bars are set-up and operated efficiently.
- Develops and maintains a bar product and supplies inventory and controls system for all alcoholic beverages, non-alcoholic beverages, mixers, glassware, snacks, paper goods and all other bar supplies.
- Manages and procures an exclusive variety of product that compliments the members tastes and needs, while keeping in consideration club inventories and revenue goals.
- Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections.

- Assists with food service for private parties and member dining operations, particularly the Men's Card Room, as necessary.
- Keeps current with changing member preferences and industry trends relative to the beverage operation through education opportunities and vendor tastings.
- Refers complaints from club members, guests and others relative to the Beverage Department to the Food & Beverage Manager.
- Oversees men's locker distribution and billing list, in coordination with Accounts Receivable Manager.
- Attends staff and management meetings.
- May serve as club's opening or closing manager or manager on duty.
- Performs other appropriate assignments and projects as required by the Food and Beverage Manager.

Licenses and Special Permits

- Alcoholic beverage certification.
- Food safety certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.