

**OAK LAWN PARK DISTRICT
JOB DESCRIPTION**

**Server/Bartender
\$11+Tips**

The Server/Bartender is under the supervision of the Clubhouse Manager. The server is responsible to ensure prompt, courteous and enthusiastic service while serving food and alcoholic beverages to patrons during events and restaurant hours of operation.

QUALIFICATIONS:

- High School Diploma or equivalent
- Ability to work in a standing position long periods of time (up to 8 hours)
- Ability to carry 8-10 meals on a tray at any given time (at least 8 hours)
- Basic math skills
- Be able to lift and easily maneuver trays of food weighing up to 45lbs

IMMEDIATE SUPERVISOR:

Clubhouse Manager

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

- Responsible for coordinating entire station and communicating with front-and back-of –the –house employees to provide a dining experience that meets our patron expectations
- Greet patrons and familiarize them with the food and beverage menu and any special menu items
- Serve patrons in a timely manner
- Ability to answer questions pertaining to food, beverages and special events
- Maintain clean service areas
- Process guest orders to ensure that all items are prepared properly and in a timely manner
- Observe guests to ensure that guests are satisfied with the food and service
- Take food and beverage orders from guests and enter into POS system
- Prepare and present final bill to guest, take payment and process appropriately
- Assist other servers, bartenders, cooks and busboys as situations arise
- Clear and clean vacated tables promptly
- Wash dishes as needed
- Assist with banquet events as needed (set-up, serving, break-down)
- Other duties as directed by Management

MARGINAL FUNCTIONS:

- Help Full-Time Staff with various projects related to Special Events
- To understand and follow Oak Lawn Park District, Stony Creek Clubhouse and Golf Course policies

PHYSICAL CONSIDERATIONS

Part-Time Staff must be able:

- To work 10-35 hours per week
- To work longer shifts when designated, if the need arises
- To work in an environment where construction and changing temperatures may occur (inside and outside dining)
- To be adaptable to working in a temporary space as conditions arise to do so
- To lift and maneuver trays up to 45 lbs.
- To carry a tray and serve off of it with 8 – 10 meals on it.

PSYCHOLOGICAL CONSIDERATIONS

Part-Time Staff must be able:

- To work alone on any shift as the occasion arises
- To work a varied schedule as required
- To have the ability to work with staff and patrons in a relaxed and friendly manner
- Ability to use good judgment in the absence of supervision

ENVIRONMENTAL CONSIDERATIONS

- Worker performs activities indoors. Indoor environmental conditions will include lighting and temperature.
- Worker may be involved in repetitive work (serving plates of food, etc.)
- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain).

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of this position.

I understand my job description as explained above.

Applicant Signature

Date