



## JOB POSTING

### **Position Title: Bartender**

**Date of Notice: August 30, 2021**

**Job Location: Vernon Hills Golf Course**

**Start Date: When Filled**

**Reports to: Kevin Lind, General Manager**

**Send Applications to: [klind@kempersports.com](mailto:klind@kempersports.com)**

#### **Property Description:**

Vernon Hills Golf Course has been ranked as one of the Top Ten Best nine-hole courses in the Chicagoland area. The golf course features narrow fairways and small greens. The terrain is rolling with a creek that meanders into play on seven holes. Well-known architect, Dick Nugent, redesigned the course and a brand-new clubhouse opened in 1996. Vernon Hills is a great test of golf for all skill levels.

#### **Position Summary:**

Prepares and serves alcoholic and non-alcoholic beverages along with food preparation of a small restaurant menu.

#### **Essential Duties and Responsibilities:**

- Prepare for opening according to Company procedures including inspection for adequate supplies, procuring additional supplies as necessary, and preparing garnishes, mixes and pre-mixed drinks.
- Greet guests as they enter the bar area.
- Mix, prepare and serve drinks according to approved recipes.
- Collect checks/payment for drinks served.
- Report complaints to a manager as soon as they occur.
- Maintain and cleans bar equipment.
- Maintain records of liquors, beers, wine, tobacco and sundries to ensure par stock is maintained at all times.
- Maintain daily inventory and records showing which drinks and liquors are in the greatest demand. Assure the efficient and timely submission of all required reports.
- Clean and lock-up according to Company procedures
- Perform other duties as directed.

#### **Qualifications:**

- High school required.
- 1 year bartending experience preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.



**Supervises:**

None

**Classification:**

Part-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

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