



The Buffalo Club Vision

The Buffalo Club is an exceptional city club where premier facilities, personalized service and world-class experiences exceed our members' expectations every time. Our rich history and traditions are preserved, and innovation is embraced.

The Buffalo Club employees will create a positive, respectful and creative workplace where ideas are nurtured, values upheld and opportunities for growth and development are actively supported.

The Buffalo Club will embrace the community through goodwill efforts and stewardship of the environment.

Supporting Values

Personal Performance and Integrity: Strive each day for improvement of my personal performance; developing my competence and contribution to the betterment of The Buffalo Club.

Respect for the Individual: Every person and position is important to The Buffalo Club; people are our greatest asset in creating the member experience.

Cooperation and Support: To achieve highest levels of service, we must embrace the power of supporting one another.

Positive Attitude: We will maintain optimism about today, our ability to perform as professionals, and our potential for future improvement.

BANQUET BARTENDER

Department: Food and Beverage

Reports To: Manager, Supervisor or Room Captain as designated

Job Description: To consistently achieve a high degree of member care and service throughout the Food and Beverage experience and to provide an exceptional and memorable guest experience. The Banquet Bartender is responsible for the overall operation of the Food and Beverage operation in accordance with The Buffalo Club standards.

General Requirements:

- Complies with The Buffalo Club's Vision & Values
- Report to work at the scheduled time, neatly groomed and dressed in accordance with The Buffalo Club's appearance standards.
- Exceptional attention to detail.
- Anticipate guest and contact needs, ascertain satisfaction, and respond urgently and appropriately to concerns and requests.
- Exceptional communication abilities when interacting/ directing associates, guests, clients and internal departments to build relationships.
- Able to consistently perform tasks with little direct supervision.
- Works harmoniously and professionally with co-workers.

Job Requirements:

- Clock in, prepared for work, and clock out within posted requirements of schedule.
- Perform set-up, clean up, and closing duties as outlined in area sheets within the allotted time.
- Be able to read, understand, and execute the details of the Banquet Contract
- Be articulate in communicating and confirming drink orders
- Ability to make drink orders quickly and correctly
- Know beverage selections (Beer, Liquor, Wine)
- Stay at bar at all times or secure coverage when it is necessary to step away.
- Keep assigned bar areas as clean and stocked as possible at all times.
- Skilled at slowing and refusing alcoholic beverage service when necessary.
- Ability to work large or small events with minimal supervision and in a team environment
- Assist other staff when your immediate duties are complete.
- Assist floor supervisors in any other tasks that they designate.
- In addition, other duties may be required as directed by your management.

Physical Requirements:

- Must be able to continuously stand and walk a minimum of 8 hours.
- Must be able to bend, kneel, push and pull over the course of a shift.
- All employees must maintain a neat, clean and well-groomed appearance per The Buffalo Club's appearance standards.
- Will be occasionally required to perform job functions outdoors and be exposed to sun, heat, humidity and other elements.
- Must be able to work a flexible shift that includes early mornings, nights, weekends, holidays, split shifts, and extended shifts.

- Must be 18 years of age.
- Must have a reliable form of transportation to and from work.
- Must be able to lift and carry 20lbs as well as walk up and down stairs with supplies, beverages or buckets of ice.
- Must negotiate stairwells and staircases safely while carrying out Job Duties
- Bending, twisting, and reaching to access ground level coolers, cabinets and above counter storage.

Experience:

- Minimum of 1 year or above of bartending at a hotel, restaurant or country club preferred.
- Country club experience strongly preferred.

Licenses & Certificates:

- Ability to obtain and/or maintain any government required licenses, certificates or permits.

Instructions on How to Apply

Please email your cover letter, resume, and references in a PDF or Word format to:

Matthew Werth, CCM

Director of Operations

mwerth@thebuffaloclub.org

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

I _____ hereby agree to the responsibilities and job functions detailed in the above job description. I am also aware my duties are not limited to the above and I may be required to perform other activities according to the needs of The Buffalo Club.

Signed: _____ Dated: _____