



## 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.

# BARTENDER

**Department:** Food & Beverage

**Reports To:** Food & Beverage Manager

**Job Description:** The Bartender is responsible for preparing and serving food and beverages to members and their guests with a high degree of member care and to provide an exceptional and memorable guest experience.

## **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:**

- Ensure that the bar is stocked for service with items including but not limited to alcohol, nonalcoholic ingredients, glassware, garnishes, place settings, cleaning supplies, snacks.
- Maintain organization and cleanliness of all aspects of the bar including but not limited to the glassware, bar counter, bar stools, coolers, bar shelving, garnish trays, glassware, and liquor storage.
- Greet members and guests upon arrival.
- Serve beverages according to preferences, able to make recommendations and prepare customized orders.
- Assist servers with beverage service during peak times.
- Basic knowledge of menu offerings.
- Assist F&B Manager in inventory when needed.
- Adheres to all food and alcohol safety regulations.
- Additional duties as assigned by F&B Manager

## **Physical Requirements:**

- Must have full availability and able to work a flexible shift.
- Must be able to continuously sit, 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 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 18 years of age.
- Must have a reliable form of transportation to and from work.

- Ability to read, write and communicate effectively in English, both written and oral.
- Must be able to periodically lift and carry up to 30 lbs.

**Qualifications:**

**Education:**

- High school or equivalent education required. Four-year hospitality degree preferred.

**Experience:**

- Minimum of 1 year of bar experience.
- Basic knowledge of Beer, Wine, and Spirits
- Private club experience preferred.

**Licenses & Certificates:**

- Ability to obtain and/or maintain any government required licenses, certificates or permits.
- TIPS or Barcode or related alcohol service certification is preferred.

**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: \_\_\_\_\_