

YOUR LOGO
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Abbey Marina PO Box 77

Job Title:	Bar Tender	Job Category:	Harbor House
Department/Group:	AHCA	Job Code/ Req#:	Job Code/ Req#
Location:	Fontana	Travel Required:	No
Level/Salary Range:	\$ 8.00-\$15.00 hourly	Position Type:	Seasonal full time
HR Contact:	Harbormaster	Date Posted:	1/1/22
Will Train Applicant(s):	Harbormaster	Posting Expires:	6/01/22
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

FAX OR EMAIL:

Info@abbeymarina.com

262.394.5544

MAIL:

Captain Joe O'Malley
Abbey Marina PO Box 77
271 Fontana Blvd
Fontana, Wi. 53125

Job Description

ROLE AND RESPONSIBILITIES

- Greet members with a friendly, upbeat, courteous and professional manner
- Exhibit "ownership" attitude in everything you do
- Maintain an emphasis on guest hospitality
- Impeccable Customer service and social perceptiveness
- Friendly interaction with members and their guests
- Multitask to ensure quick service to customers
- Present a positive attitude to coworkers, members, and guest
- Ability to evaluate customer satisfaction and responsiveness
- Ability to enforce company policy
- Adhere to all safety policy
- Understanding of required work dates and the ability to work more than eight (8) hours at a time
- Proficient with all bar opening and closing procedures
- Reference and execute opening and closing procedures
- Preparation of bar to ensure quality, consistent service
- Assist in beer, liquor, and bar supplies inventory
- Use POS system accurately and efficiently
- Accurate and timely totals, process, collection of payment from members
- Serve a wide variety of drinks in an efficient manner to the bar and pool areas
- Mix and garnish according to recipe and portion control standards
- Memorize a multitude of recipes
- Consistently recreate drinks in a quality manner
- Maintain stock of alcohol and ice in order to ensure proper service
- Prep garnish trays

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- Follow al U.S. and Wisconsin serving regulations
- Check IDs to ensure legal drinking age of customers
- Assist in decoration for marina party's and events
- Assist servers and runners as necessary
- Take out trash and other items to ensure clean serving areas
- Clean bar at end of shift to ensure proper cleanliness standards
- Constant sanitizing, disinfecting, and cleaning
- Assist in maintaining cleanliness of bar, pool, deck, harbor house doors, windows and storage areas and restrooms as needed
- Any other tasked assigned by Food and Bar Manager and Harbormaster

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum age of 18. Must possess bartenders license or obtain one prior to start date

REQUIRED SKILLS

Leadership, Attention to detail, Communications skills, Critical Thinking, Team attitude, Multitasking, patience, Tact and Ability to sit, stand, bend lift 50 lbs., walk for long hours work in all temperatures inside and out.

ADDITIONAL NOTES

Must have availability on weekends, nights, and holidays during the season April 1st –October 8th (holidays include; Memorial Day weekend, Independence day weekend, Labor Day weekend, COSI boat day, Antique Boat Show and Special Marina events)

Reviewed By:	JMO	Date:	2/1/22
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time