



JOB POSTING

Position Title: Bartender

Date of Notice:

Job Location: Pinecrest Golf Club

Start Date: ASAP

Reports to: F&B Manager

Send Applications to: [Patty Ruggiero pinecrestevents@huntleyparks.org](mailto:Patty.Ruggiero@pinecrestevents@huntleyparks.org)

Property Description:

Pinecrest Golf Club is located in Huntley, Illinois — one of the fastest growing communities in the northwest Chicago area — and is a quick drive from other McHenry County towns such as Crystal Lake, Algonquin and Lake in the Hills. The Huntley Park District assumed management of the operations of the course mid-June, 2003. Located on 130 acres, Pinecrest features 18 holes of championship golf open to the public. Since opening in 1972 Pinecrest has undergone several revisions.

Position Summary:

Prepares and serves alcoholic and non-alcoholic beverages.

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 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.

Classification:

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

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