

***Kennett Square Golf & Country Club***  
***Food Server / Banquet Server***  
**Job Description**

**General responsibilities**

He or she is responsible for:

- Sets up side station and performs assigned side work
- Provides immediate attention to all members/guests upon seating
- Fills glasses with ice water; answers questions and suggests menu items
- Takes members'/guests' orders
- Places orders with kitchen; informs cooks about any special cooking instructions
- Assembles food on tray; procures items from each station as necessary
- Serves meal; places dishes by courses in front of each person
- Checks back to ensure member/guest satisfaction; replenishes water and butter as necessary
- Removes soiled dishes
- Suggests and serves dessert, coffee, and after dinner drinks
- Verifies accuracy of prices, taxes, tips and other charges on all checks
- Presents the bill
- Handles all cash and credit card charges as prescribed by standard operating procedures
- Keeps tables, dining room and bus station areas clean
- Advises supervisor of any complaints as soon as they occur
- Performs clean-up and closing duties as assigned by manager
- Attends pre-meal meetings as requested by the Captain (Dining Room Supervisor or Dining Room Manager)
- Performs related banquet (dining room) set-up tasks
- Assists in closing functions by performing various tasks such as removing linen, busing glasses, dishes, silverware, etc., and re-setting the room
- Performs other duties as deemed necessary by manager

**Reporting**

- Reports directly to the Service Manager

***Kennett Square Golf & Country Club***  
***Bartender***  
**Job Description**

**General responsibilities**

He or she is responsible for:

- Inspects the bar prior to opening to ensure that adequate supplies are available
- Requests additional supplies as necessary
- Establishes and carries out set-up procedures
- Prepares garnishes, mixes and pre-mixed drinks
- Greets members and guests
- Mixes, prepares and serves drinks according to the recipes approved by Management
- Collects checks/payment for drinks served
- Reports complaints to a manager as soon as they occur
- Maintains and cleans bar area and equipment
- Implements and maintains par levels for liquors, beers, wines and sundries to ensure par stock is maintained at all times
- Cleans and locks-up according to prescribed procedures
- Attends staff meetings as required
- Assures that effective beverage/alcohol orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Assures that all standard operating procedures for revenue and cost control are in place and utilized.
- Assists in developing wine lists and bottle/glass wine sales promotion programs.
- Assists in developing on-going professional training programs for bar production/service personnel.
- Assists in developing nightly drink specials and pairings for special theme menus
- Organize soda and beverages in all areas including bag-in-box system and storage
- Performs other duties as deemed necessary by manager

**Reporting**

- Reports directly to the Dining Room & Service Managers

***Kennett Square Golf & Country Club***  
***Snack Bar Attendant***  
**Job Description**

**General responsibilities**

He or she is responsible for:

- Provides food and beverage service of the best quality in accordance with the menu
- Maintains cleanliness of production and service equipment, storeroom, and service areas
- Ensures that required revenue control procedures are consistently used
- Requisitions supplies from club's kitchen and storeroom, and ensures proper transfer and storage
- Provides adequate display of garnishes and condiments on "self-serve" basis
- Inspects facility to ensure sanitation and safety
- Record daily sales to members accounts through use of cash register and POS system.
- Provide service to members throughout pool area when not busy
- Performs other duties as deemed necessary by manager

**Reporting**

- Reports directly to the Service Manager

***Kennett Square Golf & Country Club***  
***Lifeguard***  
**Job Description**

**General responsibilities**

He or she is responsible for:

- Vacuums pool bottom; empties automatic skimmer; skims bugs and other debris from surface to prepare pool for daily use
- Supervises and observes swimmers at all times to ensure their safety
- Administers to minor injuries such as small cuts and bruises of swimmers
- Maintains amenities in and cleanliness of changing rooms, bathrooms and showers
- Sweeps and maintains tennis courts daily
- Fill water coolers for tennis courts daily (wash and rinse coolers at the end of each day)
- Maintains chemical log and daily pool log
- Maintains guest and member log
- Assists in organizing clinics and private swimming lessons for members as directed by the Service Manager
- Enforces rules of conduct
- Checks first aid supplies and reports needed items
- Organizes and monitors pool games at all times; suggests pool side games
- Places rescue tube and ring buoy on the lifeguard chair in the morning and at the end of the day returns these and all swimming aids and pool toys to the lifeguard locker
- Moves lawn furniture on days that maintenance staff needs to cut the grass
- Stores all furniture cushions in storage area at the end of each day
- Straightens the pool area at the end of the day
- Maintains all necessary records determined by the Service Manager
- Attends all meetings as directed by the Service Manager
- Performs other duties as deemed necessary by manager

**Reporting**

- Reports directly to the Service Manager

***Kennett Square Golf & Country Club***  
***19<sup>th</sup> Hole Servetender***  
**Job Description**

**General responsibilities**

He or she is responsible for:

- Inspects the bar prior to opening to ensure that adequate supplies are available
- Sets up side station and performs assigned side work
- Requests additional supplies as necessary
- Follows set-up procedures
- Prepares garnishes, mixes and pre-mixed drinks
- Provides immediate attention to all members/guests upon seating/arrival
- Takes members'/guests' orders
- Mixes, prepares and serves drinks according to the recipes approved by Management
- Places orders with kitchen; informs cooks about any special cooking instructions
- Assembles food on tray; procures items from each station as necessary
- Checks back to ensure member/guest satisfaction; replenishes drinks/snacks as necessary
- Removes soiled dishes and glasses
- Presents the bill
- Collects checks/payment for food and drinks served
- Reports complaints to a manager as soon as they occur
- Maintains and cleans bar area, dining area and equipment
- Cleans and locks-up according to prescribed procedures
- Attends staff meetings as required
- Performs other duties as deemed necessary by manager

**Reporting**

- Reports directly to the Service Manager