

**JOB TITLE:** BARTENDER  
**REPORT TO:** GENERAL MANAGER  
**DATE REVISED:** SEPTEMBER 6, 2022

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## **THE GUELPH CURLING CLUB**

The Guelph Curling Club is a premiere curling facility, housing 8 sheets of ice, and a spacious lounge and has been serving the community since 1838. With approximately 700 members and thousands of guests each year, the Guelph Curling Club provides a great opportunity for employees to gain valuable experiences while making meaningful connections with many great people.

## **JOB SUMMARY**

The bartender role is a part-time position that will perform duties related to bar and customer service. During the performance of these duties, each bartender is a main contact between the club and its members, shareholders and their guests and must provide competent and personable representation and service in accordance with policies and the code of conduct. Because you are in contact with employees and customers, and in a key position for guaranteeing their satisfaction, your position requires confidentiality, tact, sensitivity, and professionalism

## **RESPONSIBILITIES AND PRIORITIES**

The responsibilities of the bartenders will include, but are not limited to the following:

- Prepare and serve alcoholic and non-alcoholic beverages in compliance with SmartServe and the Alcohol and Gaming Commission
- Follow the policies and procedures booklet to ensure the safety of all patrons
- Will be responsible for handling and balancing cash
- Ensure all work areas and bar supplies are kept clean and put away
- Stock bar with beer, wine, liquor, and related supplies such as ice, garnishes, glassware, napkins or straws
- Arrange bottles & glasses to make an attractive display in the bar
- Maintain inventory lists and prepare orders for alcohol/wine, garnishes
- Opening/closing of the club as required
- Communication with members, stakeholders and other guests

## **QUALIFICATIONS**

- 1) Smart Serve Certification
- 2) St. John First Aid Certification
- 3) Be 21 years of age
- 4) High School Diploma or equivalent

## **COMPENSATION**

- Hourly rate of \$15.50
- Access to partner discounts

## **COMPETENCIES**

The Guelph Curling Club is looking for the following competencies:

- Dependability – the F&B services at the club are integral to our members and guests, so it is crucial for all staff to be dependable
- Self-control – bartenders must be able to maintain a calm demeanour at all times
- Social Orientation – this role requires the ability to work with others and maintain open communication at all times
- Integrity – being honest and ethical is a must
- Cooperation – while working with others, it is imperative to work cohesively and cooperatively
- Communication – must be able to communicate effectively with members, stakeholders, guests and other staff in a good-natured manner

## **WORKING CONDITIONS**

This is a part-time position for the term of October 3, 2022 to May 12, 2023. A standard work week will consist of afternoon/evening hours on select week days, including Sunday. Some Saturdays may be required to assist with club-hosted events. If available, some opportunities may be available during the off-season.

## **TO APPLY**

Please send cover letter and resume to [curling@guelphcurlingclub.com](mailto:curling@guelphcurlingclub.com).

## **APPLICATIONS**

Application deadline is September 23, 2022. Please note, only those selected for an interview will be contacted by September 26, 2022. Interviews will take place the week of September 26 at the Guelph Curling Club.