

## **A. Job Title: BARTENDER / LOUNGE ATTENDANT**

### **I. Job Summary**

The bartender / lounge attendant is tasked with responding to the drink requests of West Park Lanes bowling alley guests. Their purpose is to interact with guests and ensure they have a great experience at the lounge while maintaining a professional manner and creating a customer friendly atmosphere.

### **II. Reports To**

General Manager of West Park Lanes

### **III. Essential Job Duties and Responsibilities**

- Set up and prepare lounge area for daily opening and/or properly shut down lounge area at business close
- Responsible for verifying that alcoholic beverages are only served to age appropriate customers
- Prepare and serve alcoholic beverages
- Provide guests with quality service by maintaining clean counters, glassware, floors and equipment.
- Cashier; calculate bill total and collect payment from guests
- Maintain inventory / stock of lounge
- Responsible for providing friendly, professional, and responsive customer service to bowling guests
- Practice proper workplace health and safety procedures
- Work days, nights and/or weekends as the business demands

### **IV. Other Duties and Responsibilities**

- Train for and assist front desk / guest attendant and snack bar attendant, as needed
- Any other task(s) requested on behalf of Drury Southwest, Inc. or its affiliated entities.

### **V. Knowledge, Experience, and Qualifications**

- Must be a minimum of 21 years of age.
- Ability to operate cash register and credit card equipment
- Outgoing, friendly, and possess good customer relations
- Courteous and cooperative
- Team oriented
- Attention to detail
- Ability to work amid distractions and interruptions