



Shelter Harbor Golf Club Lead Bartender

Contact:

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Shelter Harbor Golf Club is a seasonal club that operates from the beginning of May through the end of October. This six month period is fast paced and exhibits a high level of member usage. SHGC is a premium club with high caliber standards that are achievable by those who are looking to grow professionally. SHGC was founded in 2004 and is ranked 57th on *Golfweek's* Best Modern Courses in the U.S. Located in Charlestown, Rhode Island, the Club is 15 minutes from local beaches and 45 minutes from Providence, RI.

The Lead Bartender is responsible for leading our team of bartenders during dinner service and during banquet events. Daily operations tasks include:

- Acts as Head Bartender for a la carte, functions, and club events.
- Observe the work of bartenders and ensure it aligns with trained expectations.
- Produces bartender side work, prep sheets, and cleaning schedules.
- Undertake and delegate cleaning duties to ensure bar areas are kept clean and tidy at all times.
- Supervises and delegates bar setup for opening season and breakdown for closing season.
- Ensure all beverages are served in proper glassware and in proper condition.
- Responsible for purchasing, organizing and selling beer, liquor, and non-alcoholic beverages for a la carte, functions, and club/sporting events.
- Orderly storage of bar deliveries ensuring that all goods are stored within food safety guidelines.
- Receive and check all bar deliveries and ensure that all relevant paperwork is completed and submitted in a timely manner to Food and Beverage Manager for payment
- Safe storage and disposal of empty bottles and waste.
- Acts as liaison with beverage suppliers and representatives.
- Perform end of month inventory with Certified Sommelier according to club standards. Records and submits to Food and Beverage Manager by the end of the month.
- Act as the lead person for event bar setup and communicate expectations with appropriate people.
- Establish knowledge and continuing education of Rhode Island Alcohol Consumption Laws.
- Manages glassware inventory and cleaning schedule for store room.

Candidates must be available to work evenings and weekends with a weekly schedule ranging from 38-45 hours per week.

SHGC offers a competitive hourly wage with the opportunity to earn overtime.

SHGC is a non-tipping facility.

Candidate Qualifications

- Qualified candidates should have 1 to 2 years of experience bartending. They should be friendly, detail oriented, and possess a strong work ethic.
- Ability to motivate and develop a service-driven team of professionals.
- Effective written and verbal communication skills.
- Effective time management skills with the ability to prioritize multiple tasks.

Date Position Available

April 2021 – Early November 2021

Other Benefits

- The opportunity to work with a hospitality oriented team of professionals.
- Competitive hourly wage with opportunity to earn overtime.
- Employee meals during shifts worked.
- Housing available at a reduced cost to employee.
- Holiday bonus at end of season.