

Lake of the Pines Association
Bartender/Server – PT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Bartender/Server.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a PT, hourly position with a salary range of \$11.00 – \$13.82 and benefits including sick leave, discounted golf, and meals at our 2 restaurants, and facility use privileges including swimming pool, beaches, parks, and tennis. Pre-employment drug screen and background search required following conditional offer of employment.

Required Duties and Responsibilities:

- Must be able to work all shifts including nights, weekends and holidays
- Passionate about the service industry and customer satisfaction
- Demonstrates a positive attitude always and willing to help where needed
- Greets guests with enthusiastic and friendly attitude and provides the highest level of service
- Mix and serve drinks as ordered. Responsible for setting up bar at beginning of shift. Set up cash register and insure proper date is entered for each shift. Prepare garnishes.
- Serves beverages in a timely manner
- Be familiar with menu and special dishes. Present up sells to guests.
- Record orders for food and/or drinks through Micros POS.
- May answer telephone and accept reservations.
- Restock all beer and wine coolers at end of shift.
- Ensure all liquor, and related bar items are locked up at end of shift.
- Knowledgeable of Wine and other featured beverages
- Knowledgeable of liquor brands and making drink techniques
- Prepare all monies/charge tickets and tips for turn-in at end shift. Ensure all banks are correct or identified as to shortage/overage.
- Stocks ice and bar supplies, and cleans bar area and glasses at end of shift
- Maintains a clean work area and guest environment
- Follows all requirements for the responsible service of alcohol
- Understands basic money handling and can make proper change and process credit cards
- Must be flexible in schedule requirements as hours may fluctuate

Qualifications Requirements:

- Meets state & local age requirements for serving alcohol
- Maintains current state Food Handlers Certificate
- 3 years previous experience including beer, wine, liquor and service
- Must be able to lift and carry 50 pounds
- Must be able to balance and carry multiple beverage items and plates of food
- Must be able to stand, walk, lift and bend for extended periods of time
- Excellent people skills and outgoing personality
- Team player, works with a sense of urgency, honest, person of integrity and trustworthy

Applications are available online at www.lop.org under Association/Employment. Email resume and application to HR@lop.org, or fax application and resume to 530-268-8014, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N, Auburn, CA 95602. Resume without Employment application will not be considered.