



Position: Banquet Bartender

Status: Part Time/ Seasonal

Type of Position: Hourly

Location: Charleston Harbor Resort and Marina, 20 Patriots Point Road, Mt. Pleasant, SC 29464

ESSENTIAL FUNCTIONS:

- Complete set up and break down of events
 - Including but not limited to tables, chairs, serving equipment, cooking equipment, etc.
- Complete knowledge of resort of and hosted activities
 - Daily schedule of activities including in house groups
- Complete knowledge of tables / seats/ station numbers as provided by BEO
- Working knowledge of banquet services (meetings, special events, etc.)
- Proper table set up
- Ability to multi task and manage large sections / groups
- Responsible for monitoring guest's needs while maintaining Leading Standards
- Complete assigned side work
- Maintain safe and clean work environment
- Ability to maintain proper time and temperature in regards to proper food handling
- Assist guests to event space, hotel facilities and outlets
- Ability to responsibly serve alcohol to all state and property regulations
- Ability to intervene with intoxicated persons while upholding the integrity of the resort's policies and procedures
- Ability to cross sell on-property outlets to guests
- Ability to operate a company vehicle to transport equipment to various on property event spaces

REQUIRED SKILLS:

- Valid driver's license with clean driver's record
- Must be at least 21 years of age
- Ability to communicate in English
- Ability to complete basic mathematical calculations
- Similar banquet or restaurant experience preferred
- Ability to lift and carry 35lb
- Stand during 100% of shift, frequent bending and stooping

POSITION REQUIREMENTS:

Education: High School Graduate or Equivalent and Some College Preferred

Experience: Restaurant and/or bar Experience, TIPS and ServSafe Preferred

Licenses or Certificates: Driver's License, ServSafe, TIPS

The preceding is an abbreviated description of the basic job duties for the *Banquet Bartender* position at Charleston Harbor Resort & Marina. You may be called upon to perform other duties as well, as management sees fit and by no means are you limited to just the described duties.

Please submit your resume via email to Lindsay Louise at llouise@charlestonharborresort.com