

MIRAMONT



Clubhouse Server/Bartender

JOB SUMMARY

Provide an exceptional dining experience to our members and their guests.

ESSENTIAL JOB FUNCTIONS

- Greets, receive and acknowledge members and guests in various dining outlets.
- Provides immediate attention to all members and guests upon seating.
- Makes sure that children are in the appropriate type of seat and are safe and secure.
- Distributes food and wine menus; answers questions.
- Fills glasses with ice water and suggests menu items.
- Ensure that the correct account numbers and names are given for billing.
- Efficiently serves food and drinks in a friendly and courteous manner, offers suggestions on daily specials and wine selections.
- Places orders with kitchen; informs cooks about any special cooking instructions.
- Observes guests to respond to any additional requests and to ensure member/guest satisfaction.
- Assembles food on tray; procures items from each station as necessary.
- Serves meals; places dishes by courses in front of each person.
- Times the service of each course for proper service flow.



MIRAMONT

ESSENTIAL JOB FUNCTIONS *continued*

- Checks back to ensure member and guest satisfaction; replenishes water and butter as necessary.
- Removes soiled dishes. Clears tables after each course and resets them with appropriate silverware.
- Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.
- Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks.
- Presents the bill.
- Thanks members and guests; invites them to return.
- Keeps dining room and bus station areas clean.
- Clears, cleans and resets tables that have been vacated.
- Advises supervisor of any complaints as soon as they occur.
- Prepares to-go and room service orders as needed.
- Performs clean-up and closing duties as assigned by manager.
- Attends pre-meal meetings as requested by the Dining Room Captain; Dining Room Supervisor; Dining Room Manager; or Outlet Manager.
- Responsible for adhering to proper dress code and conducting themselves in a professional manner at all times.
- Consistently follows local and state laws and the club's policies and procedures for the service of alcoholic beverages to members and guests.
- Follows procedures of food handler's as set by the state of Texas.
- Enforces established rules, regulations and policies of the club.
- Assures that all safety, accident and emergency policies and procedures are in place and consistently followed.
- Knowledge of and ability to perform required role during emergency situations.
- Makes sure the work area both FOH and BOH is clean and stocked throughout the entire shift.
- Knowledge of Club menus in all dining outlets.
- Performs opening and closing duties as outlined.
- Communicates orders through the POS System to the kitchen and bar staff.
- Attends all training and staff meetings.
- Consistently learns members' names and their special preferences.
- Works directly with the Director of Food & Beverage and performs any other tasks as directed.
- Completes other assignments made by the Clubhouse Manager and Assistant Managers.



MIRAMONT

JOB QUALIFICATIONS

- A genuine and enthusiastic personality with a passion for the club management profession.
- Extremely strong communication skills using spoken and written words in a professional manner to members, guests and staff.
- Disciplined follow-through to ensure the vision and goals of the Club come to fruition.
- Ability to cultivate a high-level of member services and satisfaction.
- The desire to maintain high visibility among members and staff.
- High School Diploma or equivalent.
- Minimum of one year of progressive experience in restaurant, hotel/resort or private club food and beverage operations preferred.
- Positive attitude, passionate & highly motivated.
- Ability to handle many tasks at once.
- Ability to make decisions in a fast-paced environment with a keen eye for detail.
- Must be able to handle stress in a healthy and professional manner.
- Must be able to complete tasks in an accurate and timely manner.
- Has the ability to learn new technologies as necessary.
- Knowledge of and ability to perform required role during emergency situations.
- Ability to keep information confidential and operate with honesty and integrity.

LICENSES AND SPECIAL REQUIREMENTS

- Food Handler's Certification.
- Of legal age to serve alcoholic beverages.
- Alcoholic beverage certification (TABC Certificate).

PHYSICAL REQUIREMENTS

- Required to work irregular and extended hours including weekends and holidays
- Remain standing and walking for several hours during a work shift
- Must be able to stand; walk; bend; stoop; kneel and use hands to finger, handle or feel.
- Must be able to reach with hands and arms; talk and hear.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must be able to moderate noise levels in the work environment.
- Must be able to handle hot and cold interior and outdoor conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to see the computer screen, paperwork, etc.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club. This description is subject to change without notice.

Email your completed application to mcglothlin@miramont.cc



Mission and Vision Statements

VISION STATEMENT: We create a home-away-from-home by maintaining a culture of integrity, excellence, gratitude and respect.

MISSION STATEMENT: We are committed to being an extraordinary, family-focused Club that consistently provides genuine hospitality, memorable events and superior facilities.

Core Values

These values apply to Members, guests and team, preserving Miramont's culture of integrity, excellence, gratitude and mutual respect:

- **Family-focused:** We treat each other, Members and guests as family.
- **Affirmative environment:** We strive to make the answer "YES."
- **Welcoming:** We communicate first, displaying authentic hospitality.
- **Commitment to growth:** We continually evolve ourselves and our Club.
- **Professionalism:** We are professional in everything we do.
- **Ownership:** We take ownership of our actions.
- **Safety:** We are committed to safety.

SKILLS:

- Typing _____ WPM
- 10-Key _____ Touch _____ Sight
- Data entry
- Switchboard or multi-line phone systems _____ (Number of Lines)
- Other: _____

COMPUTER:

- Jonas
- Software (to include word processing, spreadsheets, databases or other applications): _____
- Hardware: _____
- Programming: _____
- Operating Systems: _____
- Other: _____

EDUCATION:

Name	Address	Major	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)			1 2 3 4		

If you did not graduate, why did you leave school or college? _____

Are you planning or pursue further studies? Yes No Day School Night School

If so, when, where, and what courses? _____

Schedule (if currently enrolled): _____

MISSION, VISION AND CORE VALUES: *Use the space below to describe in your own words what you think about Miramont's Mission, Vision and Core Values and how you plan to contribute to the company's Mission. If you need more space, please continue on a separate sheet or the back.*

WORK HISTORY: *Start with your present or most recent job. Please list all previous employers – including any periods of self-employment, part-time and temporary/seasonal work. Include only employers located in the United States. If you need additional space, please use the back of this page.*

1	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

2	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

3	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

4	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

5	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

6	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending or Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

May we contact the above Employers for reference checking purposes? Yes No

Please identify, by number, any Employer you do not wish us to contact. _____

REFERENCES: *Please list the names, email addresses and phone numbers of two personal references, excluding relatives.*

GENERAL INFORMATION:

Part of our employment process will involve a background investigation. The background investigation will include a criminal investigation and may include the procurement of your fingerprints. (In the event fingerprints are procured, they will be processed by the Federal Bureau of Investigation.) This process is designed to notify the Company of any criminal record you may have.

It is critical that the questions listed below be completed fully and accurately. Please note that a conviction or pretrial diversion or similar program does not automatically disqualify you from employment. It is our preference to discuss any potential concerns prior to employment. If you are employed by the Company, and there is a discrepancy between law enforcement records and any of your responses to the questions below, you may be terminated at any time during your employment.

Have you ever been refused bonding coverage or had bonding coverage canceled? Yes No

If yes, please explain: _____

Have you ever been convicted of any criminal offense (including misdemeanor or felony or any other categories or types of offenses) or agreed to enter into a pretrial diversion or similar program, including deferred adjudication, in connection with prosecution for such an offense? Yes No

If yes, please explain: _____

CERTIFICATION AND ASSENT:

I hereby certify that the statements I have made are true, and, if I am subsequently employed by the Company, that I may be subject to discharge if they are found to be false. I have provided the information above voluntarily and without coercion. I also understand that employment and continued employment is conditional upon the Company securing and retaining an acceptable fidelity bond on me.

I understand that the Company is required to make an inquiry regarding criminal records which may include procuring my fingerprints, at the Company's expense, and I agree to have my fingerprints submitted to the Federal Bureau of Investigation and other law enforcement officials and agencies nationwide for a criminal records investigation. The Company reserves the right to perform a criminal background investigation, which may include the submission or resubmission of fingerprints, on current employees, at any time. Employment and continued employment is contingent upon a satisfactory investigation.

I release the Company, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims relating to the criminal background investigation and/or my submission to being fingerprinted and relating to any consequences from the fingerprinting program.

Signature of Applicant

Date