



**WAIKELE**  
COUNTRY CLUB  
94-200 Paioa Place  
Waipahu, HI 96797

**Position:** Host/Bartender  
**Job Type:** Part Time/Full Time  
**Reports To:** Assistant Food and Beverage Manager/Food and Beverage Manager

**Primary Objective:** Perform host duties at reception area and bartender duties at designated bar area, while maintaining quality of service and integral standards for the restaurant and in accordance with applicable State of Hawaii mandates.

**Duties and Responsibilities:**

- Welcome and seat customers with courtesy and in a professional manner.
- Answer general questions from customers, guests, and clientele.
- Assign table(s) to server(s).
- Book and confirm restaurant reservations; answer and return all phone inquiries.
- Assist with take-out orders and refilling beverages.
- Provide customer service and accurate cash and card transactions.
- Serve and/or sell alcoholic and non-alcoholic beverages.
- Handle transactions for various items sold at the bar, to include non-alcoholic items.
- Check patron's identification to ensure minimum age requirement for consumption of alcoholic beverages; and follow safety guidelines when serving customers.
- Prepare set-up for bar as designated, to include set-up and breakdown of bar equipment.
- Maintain accurate bar inventory, inclusive of counting beer, bottled liquor, wine, cups, mixers, sodas, general bar supplies, etc.
- Wipe and sanitize restaurant tables, chairs, phones, greeter station, bar area, reservation signs, menus, etc.
- Assist with opening and closing duties.
- Other related duties as assigned.

**Minimum Qualifications:**

- High School Diploma or GED Certification.
- Must be 18 years of age or older.
- Must possess or be able to obtain State of Hawaii Liquor Commission Bartender's Card.
- Ability to work in a diverse and fast-paced setting.
- Strong attention to detail.
- Ability to understand, speak, read, and write in English.
- Basic math skills.
- Display communication skills, active listening skills and ability to follow directions.

- Ability to work as a team.
- Present a positive and professional image.
- Self motivated and customer service oriented.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Walk and/or stand for prolonged periods of time; climb, balance, stoop, kneel, crouch, crawl, bend, twist, reach, and grasp; use hands to finger, handle, or feel; close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift up to 30 lbs.; push/pull/move objects; and lift overhead.
- Ability to work with detergents and sanitizers.

**Preferred Qualifications:**

- Working knowledge of bar related beverages, spirits, wine, beer, and related beverages.
- Work experience in the food and beverage industry.
- Work experience as a cashier, host or bartender.