



BUXTON INN EMPLOYMENT OPPORTUNITIES

Candidates must apply in person during daylight business hours. Please be prepared to furnish work history, qualifications, accomplishments, and business references. The Buxton Inn is currently seeking qualified candidates for the following positions.

- 1) **Bartender** (21 or older – Experience a plus) Brief summary: Maintains proper and adequate set-up of the bar on a daily basis. This includes requisitioning and stocking of all beer, wine, spirits, paper products, straws and stirrers, condiments and produce. Greets guests in a courteous and friendly manner, promotes and documents orders for drinks. Mixes, garnishes and presents drinks using standard ingredient recipes and practicing prudent portion control. Abide by all State, Federal and Management requirements pertaining to serving alcoholic beverages. Inputs orders into a register at the point of sale and creates a check for each guest, including those served by other beverage servers, to maintain accountability of all beverages served. Receives cash from guests, makes any change needed, verifies validity of charges, records charges, and insures vouchers are properly executed, in order to balance all moneys.
- 2) **Restaurant Server** (Experienced Only). Brief summary: Professional demeanor a must. Secures linen, glassware and silverware, depending on the particular format (menu, food and beverages). Readies groups of tables for food and beverages, making sure that dishes glasses and silverware meet cleanliness standards, and that linens are spotless and condiment containers are filled. Following specific instructions and rigid time schedules, secures food from kitchen, and carries beverages to customers. Refills food and beverage containers and performs cleanup services.

Answers basic questions concerning menu items, promotional specials, and food served.

Thank You,

Buxton Inn Management

(The Buxton Inn is an Equal Opportunity employer)