



Fraternal Order of the Orioles Nest #54

207 Main St. Denver PA 17517
717-336-9939



BARTENDER JOB DESCRIPTION

Location: Denver Orioles Nest #54 (Pennsylvania)

Reports To: Club Steward

Position Type: Part-Time

POSITION OVERVIEW

The Bartender at Denver Orioles Nest #54 is responsible for providing high-quality beverage service while fostering a welcoming, community-focused environment for members and guests. This role also includes the operation of small games of chance (SGOC) in accordance with Pennsylvania law and club policies.

CUSTOMER SERVICE & BAR OPERATIONS

- Greet members and guests professionally
- Prepare and serve beverages accurately
- Maintain clean and organized bar area
- Build strong relationships with patrons
- Ensure a safe and welcoming environment

ALCOHOL SERVICE COMPLIANCE

- Verify age and check IDs
- Serve responsibly and refuse service when necessary
- Monitor alcohol consumption
- Follow PLCB regulations

CASH HANDLING & TRANSACTIONS

- Process cash and card transactions accurately
- Balance register at end of shift
- Manage tabs correctly
- Follow financial procedures

SMALL GAMES OF CHANCE (SGOC)

- Sell and manage club-approved games
- Track sales and payouts accurately
- Maintain required documentation
- Ensure compliance with PA laws
- Report discrepancies immediately

OPENING & CLOSING DUTIES

- Stock and prepare bar
- Clean and sanitize workspace



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- Complete reconciliation
- Follow closing procedures

QUALIFICATIONS

- Customer service or bartending experience preferred
- Strong communication skills
- Attention to detail
- Trustworthy and reliable
- Willing to follow regulations