



**Position: Pub Attendant**

Reports To: Pub Manager

Start Date: May 1<sup>st</sup>, 2026

Job Type: Seasonal, Full/Part-Time

**Job Summary**

The Pub Attendant has the primary responsibility of attending the counter of The Pub at Kwiniaska during their scheduled shift by taking food orders, preparing drink orders, serving beverages and meals to patrons, as regulated by the state of Vermont and federal age requirements. As a staff member, you are expected to demonstrate commitment to teamwork and positive behavior and to promote and conform to all quality standards. Attendants are expected to provide friendly service to the patrons of Kwiniaska and assist in the daily and weekly cleaning duties.

**Responsibilities** include but are not limited to:

- The ability to maintain a high level of professionalism, treating others with respect and consideration regardless of their status or position.
- Taking food and drink orders.
- Serving food and drink orders both in The Pub and on the Beverage Cart
- Assure readiness of the Pub (i.e. restocking drinks, ensuring sufficient supply of paper goods in the dining area, restocking necessary food items, minor food preparations).
- Complete daily check lists.
- Knowledge of and ability to appropriately interpret and follow policies and procedures.
- Follow food and alcohol rules and guidelines set by the State of Vermont and Kwiniaska Golf Club.
- Check in with staff members to provide important updates (i.e. food that is out of stock, customers in the dining room, tournaments, weather updates, current open tabs).
- Depending on kitchen needs, staff members may be asked to assist with food preparation for food service and events.
- Cleaning glasses throughout shift.
- Help with washing dishes.
- Cleaning at the start of your shift, during, and at the end of your shift.
- Other duties as assigned.

**Qualifications**

- Must be 18 years or older.
- Able to work with customers and provide a positive attitude.
- Basic computer skills (i.e. able to work on a computer and troubleshoot).
- General arithmetic skills.
- Must have or be able to pass the server's test to sell alcohol through the state of Vermont's DLL.
- Ability to work at least one weekend shift a week.
- Ability to lift up to 30 pounds and stand for long periods of time.