



Position: Bartender
Department: Food and Beverage Front of House
Reports to: F&B Manager

General Purpose:

Maintains bar and serves guests in accordance with in established standards and with hospitality and professionalism.

Essential Duties:

- ◆ Stocks bar, mixes and serves alcoholic beverages, assists in cost control, inventory and maintaining inventory records.
- ◆ Maintains inventory control through conscientious use and careful monitoring of all food and beverage products. Communicates with management in a timely manner when supplies are needed.
- ◆ Ensures compliance with applicable state liquor laws and standard operating procedures provided by the management.
- ◆ Communicates guest requests and concerns to the Department Manager.
- ◆ Performs opening and closing duties which include, but are not limited to: inventory, cash control, cleaning, and restocking.
- ◆ Accountable for checks and cash transactions. Utilizes Point of Sales System.
- ◆ Reviews banquet schedule for changes, calendar of events, and special events.
- ◆ Serve catered parties from service or portable bars.
- ◆ On occasion serves meals to guests.
- ◆ Incorporates safe work practices in job performance.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands, walks, talks, hears, and uses hands. Regularly reaches with hands and arms. Occasionally climbs, balances, stoops, kneels, crawls, crouches; tastes, smells and sits. Frequently lifts up to 25 pounds. Occasionally may lift up to 50 pounds.

Environment/Noise:

Occasionally works in outdoor weather conditions. Noise level is moderate.

Certificates/Licenses:

Alcohol Awareness Training.

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Possesses the knowledge of cocktail recipes, wine varieties, and origins.
- ◆ Must meet state age requirements for handling alcoholic beverages

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

NOTE : THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND THE MANAGEMENT RESERVES THE RIGHT TO ADD, DELETE OR REPLACE JOB TASKS FROM TIME TO TIME

ISSUED BY: HEAD OF DEPARTMENT

NAME AND SIGNATURE:

DATE : _____

RECEIVE AND ACKNOWLEDGE BY:

I HEREBY UNDERSTAND THE ABOVE JOB DESCRIPTION AND WILL PERFORM IN ACCORDANCE TO ALL REQUIREMENT AS STATED.

SIGNATURE AND DATE: _____

FOR HUMAN RESOURCE USE ONLY:

RECEIVED BY: _____

FILED ON: _____
