

**Bartender
JOB DESCRIPTION**

Department: Food & Beverage

Reports To: Director of Food & Beverage

Classification: Non-Exempt

SUMMARY/PURPOSE:

Prepare alcohol or non-alcohol beverages for bar and grill patrons. Interact with customers, take orders and serve snacks and drinks. Assess customers' needs and preferences and make recommendations. Mix ingredients to prepare cocktails. Help to plan and present bar menu. Stock inventory. Maintains a clean work area including dining tables and dishwashing. Waits on tables as needed. This position assists the General Manager in the successful growth and operations of the company.

ESSENTIAL FUNCTIONS:

Promote Financial Stability

- Provide customers with high quality, food and beverages.
- Conduct periodic inventories of food and beverage items.
- Maintain an accurate cash drawer throughout shift and account for any discrepancies in final drawer tally.
- Provide information for the preparation of the annual budget for the Food & Beverage department.

Foster Teamwork and Cohesiveness

- Attend departmental meetings as needed.
- Maintain positive, professional attitude at all times.
- Provide support to other Food & Beverage department team members when needed.

Ensure Company and Regulatory Compliance

- Safely market the legal use of alcohol and tobacco products.
- Safely handle and store all food and beverage products.
- Ensure facility and equipment sanitation, keeping bar area clean and in accordance with the company's guidelines as well as local health department requirements.
- Oversee adherence to the environmental management plan in the Bar & Grill, including recycling and refuse collection.

Build Positive Relationships with the Community

- Provide courteous customer service to guests at all times.
- Help to assure that Bar & Grill staff is meeting service standards.
- Foster professional relationships with vendors and wholesalers.
- Represent the company with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Minimum two (1) year of bartending experience, or two (2) years of *general*, food and beverage experience.
- Working knowledge of Microsoft Office applications including, but not limited to, Word & Excel.
- Cash handling and cash register experience.
- Customer service experience.

WORKING CONDITIONS:

Physical Demands:

- | | | |
|----------------------|-----------------------------|-----------------------|
| • Standing | • Pulling | • Seeing: |
| • Sitting | • Pushing | ✓ Close |
| • Crouching/Kneeling | • Twisting | ✓ Far |
| • Walking | • Touching/Handling/Feeling | ✓ Color |
| • Balancing | • Hearing | ✓ Depth |
| • Lifting | • Talking | ✓ Small details/print |
| | | ✓ Peripheral vision |

Exposures:

- | | |
|----------------------|----------------------|
| • High Noise Levels | • Airborne Particles |
| • Vibration | • Chemicals |
| • Electrical Current | • Fumes/Odors |

Additional Comments: _____

This job description provides a summary of the primary components of this job and does not provide an expressed or implied contract for employment. Management may, in its sole discretion, assign or reassign duties and responsibilities to this job at any time. Any revisions, deletions, or additions must be in writing and signed by the General Manager.

The company operates seven days per week, with flexible hours each day. I am aware that business demands may make it necessary to change my accustomed shift. I am also aware that the number of my scheduled hours may fluctuate with business levels.

I have read and reviewed a copy of the above position description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

 Employee Signature Date

 Manager Signature Date