



## Job Description

**Position Title:** Bartender

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Exempt

**Reports To:** Food & Beverage Floor Manager

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Non-Exempt

**Print Name:** \_\_\_\_\_

**Applicant/Employee Review:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### PRIMARY PURPOSE

To mix and serve alcoholic and nonalcoholic beverages to guests and homeowners using the lounge and dining facilities.

### ESSENTIAL RESPONSIBILITIES AND RESULTS

- Check identification of lounge and dining room guests for legal age requirement.
- Mix ingredients such as liquor, soda, water, sugar and bitters to prepare cocktails and other drinks.
- Serve alcoholic and nonalcoholic beverages to lounge and dining room guests.
- Order and serve food from the limited bar menu.
- Replenish bar supplies such as liquor, fruit, condiment cabinet, beer, ice, and glasses.
- Collect money for drinks served.
- Wash glasses, bar and equipment, and polish bar fixtures.
- Dispose of empty bottles and trash.
- Perform inventory.
- Order or requisition liquors and supplies.
- Arrange bottles and glasses to make an attractive display.
- Slice and pit fruit for garnishing drinks.
- Perform other related duties as requested or required by supervisor.

### AMOUNT OF SUPERVISION RECEIVED

This position receives occasional to frequent supervision by the manager and performs tasks in accordance with established departmental procedures and legal requirements.

### INTERACTION WITH OTHERS

This position interacts frequently with the F & B Manager and other F & B staff, including food servers and host person. This position interacts constantly externally with lounge guests and occasionally with vendors.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

### PHYSICAL DEMANDS

This position requires constant standing and walking for long periods of time, talking, hearing and use of hands or fingers. This position requires occasional climbing, balancing, stooping, kneeling, crouching, and reaching with hands and arms. Incumbents must be able to occasionally lift and carry up to 50 pounds and must be able to use all bar equipment including knives, slicers, mixers and blenders. Good close vision is required.

### **WORK ENVIRONMENT**

This position works primarily indoors and may occasionally be exposed to the risk of electrical shock (using electrical bar equipment) and may occasionally be exposed to indoor heat conditions in kitchen around stoves and ovens. A moderate to loud noise level is typical for the work environment of this job.

### **USE OF DISCRETION AND INDEPENDENT JUDGMENT**

This position is responsible for using sound judgment in the case of emergency or non-emergency issues while the manager is absent. Discretion to be used daily.

### **EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS**

This position represents the company daily and must portray a professional appearance and demeanor.

### **QUALIFICATIONS REQUIRED**

- Education: A high school diploma or equivalent is required. Must be 21 years of age or older.
- Experience: Basic knowledge of bartending techniques and a minimum of 6 months of experience are required.
- Communication skills: Must have excellent oral communication and customer service skills
- Mathematical skills: Basic math skills sufficient to perform simple calculations.
- Computer skills: Basic computer skills to operate POS system. Must be able to use a cash register.
- Reasoning ability and other skills: Requires good time management and organizational skills.
- Certificate, licenses: Must have Food Handlers Education Certificate.
- ABC Certificate

#### **Distribution Upon Completion**

Original: Human Resources

Copy: Manager

Copy: Employee