

JOB DESCRIPTION

BARTENDER

Classification:	Non-exempt
Salary / Pay range:	
Reports To:	Bar Manager
Essential Functions:	<ul style="list-style-type: none"> • Fulfills alcoholic beverage or specialty non-alcoholic orders placed by guests or servers in accordance with state and Federal law and restaurant policy / guidelines. • Maintains appropriate bar inventories and stock of product and service essentials. • Provides complete food and beverage service to bar area guests as assigned. • Executes cash and other tender transactions for bar guests; maintains control of bar register.
Competency:	<ul style="list-style-type: none"> • Demonstratable strong customer service and hospitality acumen. • Clear, professional communication – both written and verbal. • Ability to complete mixed drink orders with speed and accuracy. • Demonstratable knowledge of various spirits including draughts and wines. • Ability to monitor, assess, and address safe guest alcohol consumption. • Thorough knowledge of food menu(s).
Supervisory Responsibility:	As assigned
Core Expectations:	<p><u>Customer Service:</u> Maintains equity in servicing of guests, ensuring direct orders and servers’ orders are given equal priority and attention.</p> <p><u>Communication:</u> Clearly communicate with guests, vendors, team members and managers in a hospitable, proactive and thoughtful manner.</p> <p><u>Teamwork:</u> Approach all duties in a manner that enhances the effectiveness and</p> <p><u>Process Enhancement:</u> Identify and address business methods that inhibit or decrease quality of service or internal efficiency and profitability.</p>

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	<p><u>Increase Value and Return:</u> Identify opportunities to increase and enhance sales and client experience through up-selling or expanding products and services.</p> <p><u>Maintain Efficiencies and Cost Controls:</u> Ensure processes, products, and business models are operating at the highest efficiencies while maintaining quality results.</p>
Work Environment:	
Physical Demands:	Bending, sitting, stooping, carrying, lifting up to 40 lbs without assistance; walking or standing for extended periods.
Position Type and Hours:	Part-time or Full-time. May require overtime.
Required Education and Experience:	High school diploma or equivalent. Minimum 1-2 years' bartending.
Preferred Education and Experience:	1-2 years' experience in a full-service dining establishment. Leadership, management, or similar. Inventory control, cash management and cash management experience. Graduation from a recognized bartending course.
Additional Eligibility / Qualifications:	Minimum, 21 years of age. Alcohol service permit.
Disclaimer:	This job description is not designed to contain or cover all activities or responsibilities of this role; it is only an outline of primary duties, minimum requirements and general expectations. The scope, duties assigned, or requirements may change without notice.