

BARTENDER

JOB DESCRIPTION

To succeed as a Bartender, you should have a neat appearance and engaging, friendly personality. You should be efficient, observant, knowledgeable, and personable.

Bartender Responsibilities:

- Welcoming customers, reading and listening to people to determine beverage preferences, making recommendations, and taking drink orders.
- Planning drink menus and informing customers about new beverages and specials.
- Selecting and mixing ingredients, garnishing glasses, and serving beverages to customers.
- Checking identification to ensure customers are the legal age to purchase alcohol.
- Taking inventory and ordering supplies to ensure bar and tables are well-stocked.
- Adhering to all food safety and quality regulations.
- Handling cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change to patrons.
- Maintaining a clean work and dining area by removing trash, cleaning tables, and washing glasses, utensils, and equipment.
- Developing new cocktail recipes.
- Picking up any trash in restroom prior to washing hands and exiting.
- Supporting other restaurant staff members by assisting with other tasks, as needed.
- Reporting any accidents or violations of food safety codes and procedures.
- You must complete a daily audit of your credit card receipts. All receipts should be viewed and verified they are all signed and present. If you have an unsigned or missing credit card receipt, you must note this on your daily Z report. There is an instructional video available in the staff training files on all iPads.
- All tipped staff members must complete a weekly tip claim form. If your last work day falls before Sunday, complete your tip claim on the last day scheduled for that week. A training video for completing your weekly tip claim is also available in the staff files on all iPads.

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Bartender Requirements:

- Additional education, training, certificates, or experience may be required.
- Meets state minimum age to serve alcohol.
- Availability to work weekends, and holidays.
- Positive, engaging personality and professional appearance.
- Basic math and computer skills.
- Exceptional interpersonal and communication skills.
- Strong task and time management abilities.
- Eye for detail and understanding of drink mixing tools and techniques.
- Ability to stand, walk, bend, etc for extended periods, and lift up to 25 lbs.
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