

# JOB DESCRIPTION

Job Title: Bartender

Department: Front of House

Reports to: Restaurant Manager

## SUMMARY

Responsible for the set-up, maintenance and operation of the bar. Takes drink orders from patrons or waitstaff and prepares and serves alcoholic and non-alcoholic drinks in accordance with standard recipes. Mixes ingredients for cocktails and serves wine and bottled or draught beer. Rings drink orders into register, collects payment, and makes change. May also wash and sterilize glassware, prepare garnishes for drinks, as well as take and serve food orders including appetizers, soup/salad, entrees, and desserts.

## PRIMARY RESPONSIBILITIES

1. Receives drink orders from patrons or waitstaff.
2. Mixes and serves alcoholic and non-alcoholic drinks for patrons of bar and dining room, following standard recipes. Mixes ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks. Serves wine and bottled beer or draws draught beer and wine from kegs.
3. Ring drink orders into register, collects money from patrons for drinks served and makes change.
4. Orders or requisitions liquors, other beverages, and supplies.
5. Arranges bottles and glasses to make an attractive display and merchandises drinks.
6. Adheres to the basic procedures of personal hygiene such as neat, clean and pressed clothes, styled hair and manicured hands.
7. Always greets customers with a smile and, if possible, by name. Recognizing new customers is critical; if you are busy, acknowledge them and indicate that you will be with them in a moment. Always place a cocktail napkin in front of the customer to show that they will be waited on.
8. When applicable, suggest the house specialty drinks and appetizers or offer menu for perusing.
9. Do not fill any order until the prices are entered and totaled correctly.
10. Know all the bar prices.
11. Check questionable customers' IDs to ensure they are of legal drinking age. Policy to check anyone looking under age of 30.
12. Communicate with coworkers throughout your shift.

13. Follow all the health and safety regulations prescribed.
14. Control and limit waste.
15. Communicate problems and ideas to management.
16. Attend all meetings.
17. Fill out all forms as prescribed.
18. Maintain all equipment and tools.
19. Follow all rotation procedures to ensure freshness of all products.
20. Follow management's instructions and suggestions.

### **ADDITIONAL RESPONSIBILITIES**

1. May slice and pit fruit for garnishing drinks.
2. May wash and sterilize glassware.
3. May complete liquor inventory.
4. All other duties as assigned.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. High school graduate or equivalent. Must be age 21 or older.
2. BarSmarts Certification
3. Must possess basic math skills and have the ability to handle money.
4. Ability to remain stationary for long periods of time. Able to reach, bend, stoop, stand for long periods of time, and frequently lift up to 60 pounds.

### **WORKING CONDITIONS**

High noise levels, hot, must be able to stand for long periods of time and lift 60+ pounds.