

Bartender

Position Summary

Be friendly, outgoing, and possess good communication skills. Position responsible for ensuring guests' enjoyment. You should be organized, able to think and act quickly and effectively while retaining self-composure. Be guest sensitive and possess a sense of timing. Take pride in personal appearance and show dedication to your job. Display integrity and honesty in all aspects of your employment.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Welcomes each guests personally using enthusiastic words, tone, and body language at all times
- Makes guests feel appreciated through your actions
- Works as a team with all personnel in order to maintain an effective atmosphere and an efficient food and beverage service
- Works with others to keep all areas cleaned and stocked to the Company's standards at all times
- Mixes, garnishes, and serves alcoholic and non-alcoholic drinks for patrons of bar and dining room following standard recipes
- Inputs drink orders into computer immediately, collects money from guests for drinks served and makes change
- Arranges bottles and glasses to maintain an attractive display
- Washes and sterilizes stemware
- Counts drinks guests are served and track open bar tabs
- Anticipates Guest's needs and follow the half-full rule when offering another drink; remains alert of Guest signals (raising a hand, looking directly at you, etc.), and acknowledges Guest so they know you will be right with them
- Learns guests' names, occupations, and favorite drinks
- Responsibly serves alcohol and remains aware of guests' state of intoxication
- Other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Be of legal age to serve alcohol
- State applicable health and/or alcohol compliance card
- Ability to pass Responsible Service of Alcohol Test with a score of 90% or better
- Basic mathematical skills and an ability to handle money and give correct change
- Basic reading skills
- Basic computer skills
- Basic knowledge of beer, wine, and spirits, and be familiar with standard drink recipes
- Excellent communication skills
- Organizational skills
- Multi-task oriented
- Knowledge of Company's food and beverage specifications
- Knowledge of workplace safety procedures