



Job Description

Title: Bartender
Effective Date: Revised July 2019
Grade: 3
Background Checks Required: Criminal, BCA, Outstate BCA, and Reference

DESCRIPTION OF WORK

General Statement of Duties:

This position performs work that is primarily direct customer-support and is physically demanding. It is generally responsible for bartending, stocking, and general maintenance of the bar & grill.

Supervision Received:

Works under the direct supervision of the On Sale Manager, and at the will of the City Council.

Supervision Exercised:

As directed by the On-Sale Manager.

Hours Anticipated:

- There is no guarantee in the number of hours scheduled or shifts worked.
- Required to work some evenings, nights, weekends, days, and holidays.

TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and do not necessarily include all of the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Assist customers in selection of food and beverage; take food and beverage order; prepare beverage(s); verify age identification requirements as established.
2. Operate cashiering system for sales of bar & grill merchandise; make change appropriately and as necessary.
3. Stock shelves and coolers with merchandise as directed and maintain proper housekeeping of shelves and merchandise.
4. Assist in unloading of deliveries, and assist in ordering and inventorying of merchandise as directed.



5. Maintain directed internal controls to effectively minimize loss of store assets and inventory.
6. Perform custodial duties including cleaning public and non-public areas; sweeping and scrubbing of floors as necessary or directed.
7. Open and close bar & grill as needed.
8. Supervise wait staff and grill cooks as needed.
9. Perform such other duties related to the position as assigned and/or necessary.
10. Must provide drink orders to servers in a timely fashion to ensure and promote customer satisfaction.

KNOWLEDGE, SKILLS AND ABILITIES

1. Good knowledge of typical mixed drinks and other beverages typically offered in a bar.
2. Good knowledge of principles and processes for providing customer and personal services.
3. Ability to effectively interact with the public and all levels of City personnel.
4. Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds) frequently.
5. Skill in the use of computerized cashiering systems, and basic mathematical computations.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

Any combination of education and/or work experience that is substantially equivalent to high school graduation or equivalent and some work experience. Work experience of a public-contact nature is desirable. Must be at least 18 years of age.