



BARTENDER

POSITION: Bartender
REPORTS TO: All Managers and Trainers
STATUS: Non-Exempt

POSITION SUMMARY: Responsible for preparing beverages for guests and dining room service staff, according to recipe. Also responsible for ordering and serving food for guests that dine in the bar area. A friendly, accommodating demeanor, as well as an ability to multi-task, are essential for success in this position.

ESSENTIAL FUNCTIONS (Other duties will be assigned as needed) Must be willing and able to do the following:

- Effectively service a full bar top, cocktail station, and dining room orders within two weeks of start day.
- Prepare drinks according to restaurant recipes, including the proper pouring method, garnishment and alcohol content.
- Arrange and set up beverages, mixes, garnishes, and supplies in an efficient and professional manner, according to restaurant specifications.
- Safely transport food to a table of three in a single trip.
- Safely transport beverages to a table of three in a single trip.
- Greet guests with a warm, sincere smile and anticipate their needs.
- Follow all steps of service as covered in training.
- Do not over serve guests and immediately seek out management with any concerns about a guest that may appear intoxicated.
- Accurately record and account for all items ordered and served.
- Account for and maintain the security of all bar stock and inventory.
- Accurately account for all guest checks and reconcile all sales and receipts at the end of the shift.
- Accurately process payment from guests on all checks.
- Secure management approval for any comps, voids, or automatic gratuity.
- Follow restaurant specific comp, spill, and waste recording guidelines.
- Become proficient in all equipment after the restaurant specific training period, including the Point of Sale system, Frequent Diner and Gift Certificate terminals and credit card terminals.
- Safely and effectively use knives, blenders, and other utensils/equipment necessary to complete beverage set up and service as well as necessary to this position.

- Manually wash and sanitize glassware, using a three compartment sink.
- Safely tolerate hands in frequent liquids, including water, cleaning solutions, alcohol, various juices and other liquids.
- Safely and properly change beer kegs, CO2 tanks and soda dispensers.
- Stock and restock appropriate areas of the bar with liquor, beer, wine, glassware, ice, and misc. bar supplies.
- Move and transport filled glass racks, ice, cases of liquor, beer, and wine.
- Maintain cleanliness of bar and bar storage areas and leave them ready for the following shift.
- Perform functions contained in Busser, Food Runner, Coffee Person, And Carryout job descriptions according to restaurant specifications.
- Move safely through all areas of the restaurant, which may include stairs, uneven, and slick surfaces.
- Must wash hands regularly, according to guidelines.
- Comply with all safety and sanitation guidelines and procedures.
- Pass a food and beverage test in English with a score of 90% or more.
- Pass an Alcohol Awareness test in English with a score of 90% or more.
- Pass a Bartender skills test with a score of 90% or more.
- Understand and complete all side-work as assigned.
- Be able to stand and walk for an entire shift.
- Communicate cordially, effectively, and clearly with all employees, managers, and guests.
- Communicate in English in order to comprehend and perform/follow job requirements in written and spoken direction.
- Perform more than one task at a time.
- Maintain a positive and pleasant attitude every shift.
- Accept direction and constructive criticism from management.
- Perform calmly and effectively in an extremely busy and stressful work environment.
- Be able to give and take direction, and work effectively within a team.
- Be able to work a variety of hours, days, and shifts, including weekends and increased work schedules.
- Work in a confined, crowded space of variable noise and temperature levels.
- Lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

GENERAL RULES Must be willing and able to do the following:

- Ensure compliance with all applicable Federal, State, Local and Company laws, regulations, policies and procedures.
- Create a positive team environment. Listen and support others.
- Additional duties as assigned.

Failure to abide by these and any other conditions of employment of the company set forth elsewhere can subject an employee to disciplinary action up to and including termination.

Accessibility varies by location.