

Job Description

Title: BARTENDER

Reports to: Restaurant Manager

Summary of Position:

Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests.

Duties & Responsibilities:

- Take beverage orders from guests and servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Restaurant's standard drink recipes.
- Learns the names and personally recognize our regulars.
- Record drink orders accurately and immediately after receipt into the POS system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware.
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons.
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Present drink menus, make recommendations and answer questions regarding beverages.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Complete Alcohol, Beer, Wine orders as necessary
- Receive and serve food orders to guests seated at the bar.
- Report all equipment problems and bar maintenance issues to restaurant manager.
- Assist the restocking and replenishment of bar inventory and supplies.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Provide high quality service to customers.

- Adhere to all applicable laws when serving alcohol.
- Greet guests and take orders in a timely manner.
- Carry out all tasks with attention to detail, cleanliness, and safety.
- Wear appropriate non-slip footwear.

Qualifications:

- Be 21 years of age.
- Be able to communicate and understand the predominant language(s) of our guests.
- Considerable knowledge of beer, wine and liquor and common drink recipes.
- Possess basic math skills and have the ability to handle money and operate a cash register.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- 2 years of experience in a bar or similar environment is preferred.
- Strong customer service and interpersonal skills.
- Must possess exceptional grooming and hygiene habits.

Print Employee Name: _____

Employee Signature: _____ Date: _____