

Sample Job Description – Bartender

Reporting Relationships

Position Reports to: General Manager & Managers

Subordinate Staff: None

Basic Functions:

Prepares and serves alcoholic and non-alcoholic beverages. Demonstrates excellent customer service. Consistently prepares drinks by following recipes. Maintains bar and equipment in “like new” condition and follows all sanitation and health guidelines. Demonstrates accuracy in all cash handling procedures.

Essential Functions:

1. Mixes and serves drinks for guests in the bar as they are ordered.
2. Mixes and serves drinks for waiters as they are ordered.
3. Properly records and calculates all guests orders in the bar tickets.
4. Returns correct change or charges a voucher to guests in a timely manner.
5. Follows all cash handling procedures and policies.
6. Takes food orders for guest at the bar.
7. Cleans, stocks, and maintains the bar throughout shift.
8. Follows all safety and sanitation policies.
9. Serves drinks in clean and polished glassware.
10. Cleans up and re-settles the bar after completion of service.
11. Properly records and writes-off of all complimentary drinks.
12. Restocks the bar.
13. Uses proper telephone etiquette and procedures.
14. Communicates information regarding guest requests, out-of-stock items, and new products to all employees and managers.
15. Performs additional responsibilities, although not detailed, as requested by a manager at any time.

Qualifications

Knowledge

1. High school diploma, and prior experience in a bar and restaurant.
2. Knowledge of standard alcoholic recipes.
3. Basic math skills.
4. Understanding of Federal, state and local liquor laws.

Skills/Aptitudes

1. English language and professional communications skills are required.
2. Ability to take direction.
3. Ability to work in a team environment.
4. Ability to work calmly and effectively under pressure.
5. Must have problem-solving abilities, be self-motivated, and organized.
6. Commitment to quality service, and food and beverage knowledge.

Working Conditions

1. This position will spend 95 percent of the time standing and 5 percent of the time sitting.
2. Occasional environmental exposures to cold, heat, and water.
3. The individual must be able to transport up to 50 pounds on occasion and up to 35 pounds regularly.
4. Must be able to hear with 100 percent accuracy with correction.
5. Must be able to see 20/20 vision with correction.

Level

Must be able to work under moderate supervision.