



Bartender Job Description

Job Summary

Maintain a positive, cheerful and friendly demeanor with customers and co-workers. Efficiently serve food and drinks in a friendly and courteous manner and follow the service sequence and standards of the bar according to the training manual. Ensure uniform and personal appearance is clean and professional; maintain confidentiality of proprietary information; protect company assets. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards.

Mix and serve drinks to customers. Assist servers to meet customer's needs.

Specific Duties

Bartender/ Barmaid

- Check member/guest identification and confirm it meets legal drinking age.
- Prepare drink orders according to specified recipes using measuring systems.
- Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools.
- Prepare fresh garnishes for drinks.
- Stock ice, glassware, and paper supplies.
- Restock bar with liquor and supplies.
- Transport supplies to bar set-up area.
- Wash soiled glassware.
- Remove soiled wares from bar top and tables and place in designated area.
- Anticipate and communicate replenishment needs.



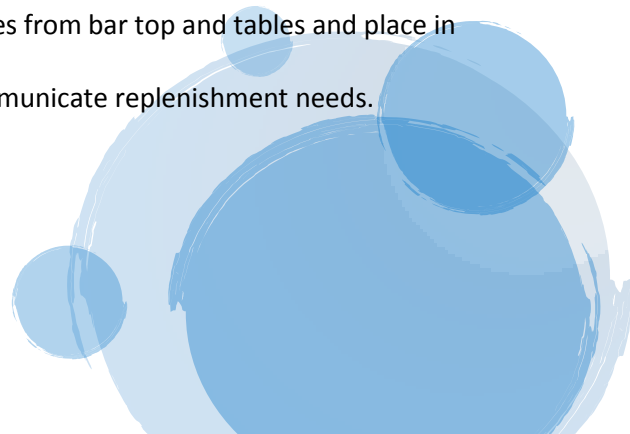
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- Process all payment methods.
- Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank.
- Restock and replenish bar inventory and supplies.
- Perform other duties as requested.

Service

- Keeps up with trends in bartending to ensure that guests have a positive experience
- Must be able to work at a quick pace in order to serve drinks in the shortest time possible
- Works quickly and accurately during busy periods, such as weekends and evenings
- Performs miscellaneous job-related duties as assigned

Health & Safety

- Maintain safety and sanitary standards to ensure compliance with all regulatory agencies
- Keep bar and equipment clean at all times by monitoring sanitation practices and follows kitchen safety standards
- Maintain clean and organized refrigerators and freezers
- Responsible for storing food and avoiding spoilage, waste and theft
- Acts with appropriate caution in a dangerous environment where there are knives and high-temperature surfaces

Minimum Job Requirements

- High school diploma, and at least two **(2)** years of experience as a bartender
- Current Food Handlers Certificate
- Must have experience using bar tools
- Must be knowledgeable of various mixology procedures and methods
- Must be able to work flexible hours
- Qualities; Works Quickly, Physical Stamina, Creative Flair, Flexible Schedule, Strong Communication, Organizational Skills, Team Mentality

