



# Bartender Job Description

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## **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.



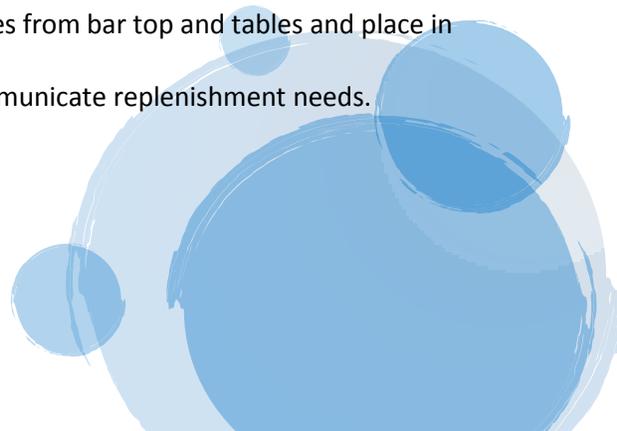
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- Process all payment methods.
- Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank.
- Restock and replenish bar inventory and supplies.
- Perform other duties as requested.

#### ***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

