

City of Beaver Bay

Job Description

JOB TITLE: Bartender

Exempt: No

Wage per hour:

Supervisor: Store Manager

Updated: 04/2019

Summary: Mixes and serves alcoholic and nonalcoholic drinks to patrons of the Breen Door Liquor Lounge. Ensures the highest quality beverage service, by performing the following duties.

Essential Duties: include the following. Other duties may be assigned.

- Takes orders from customers or Waiter/Waitress
- Checks customer ID's.
- Mixes ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks.
- Serves wine and draught or bottled beer.
- Collects money for drinks served.
- Prepares and deposits intact their own shift deposit bags.
- Informs Manage of ordering requirements.
- Cleans back bar. Arranges and dusts bottles and glasses.
- Slices lemons and fruit for garnishing drinks.
- Replenishes bar snacks such as chips, popcorn, and stocks chip racks.
- Attends annual alcohol awareness meeting at City's expense.
- Maintains current knowledge of lounge operations, service techniques, liquor laws, product knowledge, liquor brands, wine, spirits, beer and other beverages pertinent to serving the general public.
- Cleans beer coolers weekly.
- Removes empty beer cases.
- Prepares bar for next shift.
- Assists with pull-tab sales.
- Helps restock off-sale area and off-sale coolers.
- Keeps bar well-stocked and equipment and area clean.
- Bartenders on night shift: Turn on outside lights, stock all coolers, wash all dishes and glasses, clean and organize bar and back bar, sweeps bar and customer area and clean bathrooms. Ensure all money is in bags and placed in the safe. Secure the entire building.

Education and Work Experience: High School diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the City.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other skills and abilities: The position requires a friendly, outgoing personality and ability to work well with co-workers and customers. Ability to handle conflicts and/or emergencies. Ability to field customer questions in a positive, courteous manner.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk, sit, reach with hands and arms; stoop, kneel, or crouch, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment is usually moderate to loud.