

City of Sherburn

Position Title: **Bartender**

Department: Liquor Store

FLSA : Non-Exempt
UNION STATUS: None
REPORTS TO: Liquor Store Manager
SUPERVISES DIRECTLY: None

SUMMARY OF POSITION:

The purpose of this position is to interact with our customers and ensure they have a great experience when they visit the Liquor Store. Bartenders are responsible for positive guest interactions while accurately mixing and serving beverages to guests and servers in a friendly and efficient manner. At all times, bartenders are expected to be attentive to our guest needs and making them feel welcome, comfortable, important, and relaxed. This position does represent the company in handling complaints, arbitrating disputes or resolving grievances, as a bartender you will be expected to work with guests and visitors to ensure satisfaction. A bartender will have to take initiative and get creative in resolving guest challenges and involve a supervisor only when previous methods have been unsuccessful.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- Ability to read, write, and speak English and do math computations
- Take instructions well and be a team player
- Excellent oral communication skills
- Positive interpersonal skills

DESIRABLE QUALIFICATIONS

- Additional bartending and serving experience
- History of safe work habits

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

GENERAL RESPONSIBILITIES

- Greet guests, take beverage orders from the liquor store servers or directly from guests
- Mix drinks, cocktails and other bar beverages as ordered and in compliance with company standards
- Check identification of guests to verify age requirements for purchase of alcohol
- Follow all cash handling procedures
- Collect payment for drinks served and balance all receipts
- Ensure that the assigned bar area is fully equipped with tools and products needed for mixing beverages and serving guests, prepare inventory or purchase requisitions as needed to replenish supplies
- Serve snacks or food items to guests seated at the bar where appropriate

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- Demonstrate a thorough knowledge of food and beverage products, menus and promotions
- Maintain a clean working area by sweeping, vacuuming, dusting, cleaning of glass doors and windows, etc. as needed
- Substitute for and/or assist other employees during emergencies or rush periods
- Perform such other duties related to the position as assigned and/or necessary
- Maintain a healthy and safe working environment

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.

- Ability to speak and hear
- Identify and distinguish colors
- Frequent walking with some standing at times
- Will walk for long periods of time, possibly extended distances
- Frequently lifts/carries up to 25 lbs and occasionally lifts/carries up to 50 lbs
- Able to reach hands and arms in any direction and kneel and stoop repeatedly
- Noise level is usually moderate, but can become loud
- Flexibility is required to work a varied schedule including nights, weekends, and some holidays
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

- 10-key calculator
- Telephone
- Copy machine
- Credit card machine

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE: The City of Sherburn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.