
Job Title:	Bartender
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Summary of Responsibilities:

Responsible for taking money in the form of cash, check, or credit card from patrons. Recording sales in system and maintaining inventory. Serve guest in a prompt manner, while promoting the company brand. Balance reports at the end of shift and maintain positive customer relationships. Assist other team members in creating an atmosphere of comfort while continuing to promote the brand image effectively and efficiently.

Qualifications:

- High School Diploma
- Two (2) year waitressing, bar tendering & cashier experience

In this role, you must:

- Collect and count the float at the beginning of the shift with a manager present
- Ensure high levels of customer satisfaction through excellent sales service
- Receive payment from the guest and present change to customers
- Prepare beverages prompt and effectively
- Manage the cash register, including all credit card and cash operations
- Ensure a balance of the register at the end of the shift
- Ensure all credit receipts are signed by the customer if necessary
- Ensure all void receipts are approved by management
- Ensure to copy the credit card and the customer id and kindly ask the customer to sign the copied sheet
- Notify administration of all operational and POS System issues
- Perform other related duties as requested