



5911 W Montrose Ave
Chicago, IL 60634 www.onceuponapartybanquet.com
Send Resumes: info@onceuponapartybanquet.com

Position: Event Bartender

Full job description:

Are you passionate about creating unforgettable experiences? Do you thrive in the fastpaced energy of Chicago's event scene, where every moment and every detail are an opportunity to create something special? Once Upon A Party Banquet may have the job for you!

Position Summary:

Once Upon A Party Banquet is seeking a skilled and personable Bartender to join our team for special events on an as-needed basis. At Once Upon A Party Banquet, we believe in creating extraordinary experiences that resonate with our guests long after the event. Events can range between 5-8 hours. As an Event Bartender, you'll play a key role in making these moments come to life, ensuring every guest leaves with a smile and a story to share. **Essential Functions of your Role:**

- **Arrive Ready:** Show up at the venue on time, dressed according to our professional uniform standards, and fully prepared to create an exceptional bar experience.
- **Get Your Assignment:** Check in with your supervisor to receive your bar setup details, special drink requests, and service expectations for the event.
- **Set the Bar:** Ensure bar station(s) set up, according to event needs and expectations, and make sure the bar is fully stocked, garnishes are prepped, and all equipment is clean and organized.
- **Master Your Craft:** Familiarize yourself with the drink menu, including specialty cocktails, wine pairings, and non-alcoholic options. Be knowledgeable about ingredients, preparation methods, and guest preferences.

- **Deliver Exceptional Service:** Prepare and serve beverages accurately and efficiently, following service style designated by supervisor, recipes, and proper pouring techniques while maintaining portion control.
- **Mix with Precision:** Monitor alcohol consumption, check IDs when necessary, and follow all responsible service guidelines to ensure guest safety.
- **Be a Star:** Welcome guests with professionalism, responding promptly and respectfully to their needs, answering questions about the drink menu, wines, and the event itself.
- **Wrap It Up:** Participate in the breakdown of the bar station(s), following the assignments given by your supervisor to ensure everything is packed up and the venue is left spotless.
- **Be a Team Player:** Work both independently and as part of a cohesive team, all striving towards the common goal of delivering exquisite service.
- **Be safe:** Follow all proper safety and sanitation procedures.
- **Stay Connected:** Regularly check scheduling system to confirm or deny shifts and keep up to date with any changes to your schedule before your shift begins.
- **Perform other relevant tasks assigned by management.**
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Requirements:

Education and Experience: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 1-2 years prior bartender experience preferred.
- High school diploma or equivalent preferred.

Essential Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to identify and resolve issues and alert leadership when needed.
- Ability to function independently and intuitively in a fast-paced environment.
- Ability to interact with diverse groups and foster a cooperative work environment.
- Excellent interpersonal skills.
- Ability to communicate with guests.

- Maintain and express a positive customer service attitude.
- Ability to properly pin tables and fold napkins to company standards in a timely manner.

Language Skills: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proficiency in English (reading, writing, and speaking) is required.
- Bilingual skills are a plus.

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 accommodation may be made to enable individuals with disabilities to perform the essential function.

- While performing the duties of this job, the employee is regularly required to talk, hear, taste and smell.
- The employee frequently is required to stand, walk, sit, use hands to feel; reach with hand and arms, and stoop, kneel or crouch for 6 to 8 hours at a time.
- Regularly required to lift and/or move up to 90 lbs.