



Bartender/Mixologist - Server

Job Description

We are looking for an enthusiastic Bartender/Mixologist Server to provide an excellent customer drinking experience. Good bartenders will be able to create classic and innovative drinks exceeding customers' needs and expectations here at the Pine Bluff Convention Center. This role involves preparing and serving alcoholic beverages, and the ideal candidate must be 21+. Compensation includes salary and tips.

Employees

- Employees' working hours will coincide with scheduled event time. Arrival time will be 30 minutes to one (1) hour prior to the event. The end time will be up to one (1) hour following the end of the event. Any employee unable to report to work as scheduled must notify the Concessions Manager no later than four (4) hours prior to their scheduled reporting time. ***Management may stagger and/or change all employee hours based on operating needs.***

- **Uniform and Appearance**

Uniforms for all employees are as follows:

- black vest and bow tie provided by PBCC
 - black pants (No jeans, sweatpants, or active-wear pants)
 - white shirt (no slogans or logos except PBCC)
 - belt (black or brown)
 - black or brown slip-resistant shoes (closed-toe)
 - face mask provided by PBCC (when needed)
- Employees are responsible for keeping their uniforms neat and clean.
- This position is a part-time seasonal employee working on an as needed bases.



Responsibilities

- Check customers' identification and confirm it meet the legal drinking age.
- Prepare alcohol or non-alcoholic beverages for bar patrons.
- Interact with customers, take orders, and serve drinks.
- Assess customers' needs, and preferences, and make recommendations.
- Mix ingredients to prepare cocktails.
- Restock and replenish bar inventory and supplies.
- Stay guest-focused and nurture an excellent guest experience.
- Comply with all food and beverage regulations.

Requirements

- Relevant training certificate by the approved ABC training, preferred by date of hire.
- Resume and proven working experience as a bartender.
- Excellent knowledge of mixing, garnishing, and serving drinks.
- Cash register and credit card machine knowledge.
- Knowledge of a second language is a plus.
- Positive attitude and excellent communication skills.
- Ability to keep the bar organized, stocked, and clean.

Operations

Cash Handling

- Cashiers must use their **assigned register only**.
- Any cash shortages in excess of \$10.00 will be replaced by the respective Cashier.

Safety

- Employees must work and act safely at PBCC.



- Report all unsafe conditions, equipment, and practices to the manager on duty immediately.
- Report all on the job injuries to the manager on duty immediately.
- Do not report to work if you feel sick or ill.
- Floors must be kept free of debris.

Sanitation

- Employees should wash their hands:
 - Upon arrival, leaving and/or returning to the bar back.
 - After handling fruits, touching face and/or hair, and sneezing and coughing.
 - Hand sanitizer shall be available for employees at the cash registers and in the bar back.

Customer Service

- Employees are expected to show the highest degree of integrity, responsibility, and professional conduct always.
- The rights and feelings of all employees shall always be respected.
- Guest shall be served courteously and with a smile.
- Always “Thank” the guest and employee.
- Employees should immediately report any disgruntle or confrontational incident to the manager on duty.