

# ***Job Description for*** **Bartender**



**Immediate Supervisor:** Bar Manager  
**Department/Team:** Service Team (Bar Staff)

*Last Updated 4/2020*

The Bartender must have excellent communication skills and the ability and experience to serve classical cocktails and exciting new beverages to our customers. The Bartender greets customers, learns about their preferences, answers questions, recommends menu items, and prepares and serves beverages and food. The Bartender is also expected to upsell items, create recipes, utilize proper equipment and ingredients, and handle basic cleaning duties.

The Bartender should have a neat appearance and engaging, friendly personality and should be efficient, observant, knowledgeable, and personable.

## **List of Essential Job Responsibilities:**

- Welcoming customers, reading and listening to people to determine beverage preferences, making recommendations, and taking drink orders.
- Informing customers about new beverages and specials.
- Selecting and mixing ingredients, garnishing glasses, and serving beverages to customers.
- Checking identification to ensure customers are the legal age to purchase alcohol.
- Adhering to all food safety and quality regulations.
- Handling cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change to patrons, balancing the cash register.
- Maintaining a clean work and dining area by removing trash, cleaning tables, and washing glasses, utensils, and equipment.
- Assist Kitchen Staff, as needed, including but not limited to expediting food to patrons.

## **Education and Experience:**

- High School Diploma.
- Additional education, training, certificates, or experience in the food and beverage industry preferred.

## **Minimum Physical Requirements:**

- Ability to stand, bend and walk for extended periods.
- Ability to lift up to 25 pounds for extended periods.

## **Additional Requirements:**

- Meets state minimum age to serve alcohol.
- Maintain up-to-date PLCB's RAMP certification.
- Availability to work nights, weekends, and holidays.
- Positive, engaging personality and professional appearance.
- Basic math and computer skills.
- Exceptional interpersonal and communication skills.
- Strong task and time management abilities.
- Eye for detail and understanding of drink mixing tools and techniques.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time based on the needs of the company with or without notice.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_