

<b>Job Position:</b>	<b>Bartender</b>
<b>Location:</b>	<b>Finlayson Municipal</b>
<b>Reports To:</b>	<b>Bar Manager</b>
<b>Wage:</b>	<b>\$12.00/hour + tips</b>

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**Position Summary:**

Representing the City of Finlayson at the Finlayson Municipal, you will greet and build relationships with guests, check for proper identification of customers to confirm legal age, take drink orders from patrons and prepare and serve alcoholic and non-alcoholic drinks according to standard recipes, quickly, accurately, and without waste.

**Position Duties / Essential Job Functions:**

1. Mixes ingredients, understands and follows recipes and guidelines for craft cocktails, serves wine and bottled or draught beer.
2. Maintains the beer tap coolers; restock new kegs, cleans inside on a daily basis.
3. Rings drink orders into register, collect payment and make change, operate the cash register system, closes out bar checks, collect money and balance the cash drawer.
4. Responsible for the accuracy of the cash drawer and POS System.
5. Responsible to monitor customers and refuse alcohol service to customers who have been over served and appear intoxicated.
6. Responsible for setup, maintenance and operation of the bar and service stations before and after shift. Wash and sterilize glassware, and prepare garnishes for drinks.
7. Serves food at the bar and other assigned areas when applicable, as well as perform opening and closing duties as assigned.
8. Responsible for the appearance of the customer areas: tables wiped down, chairs straightened, floors swept, garbage or dishware picked up.
9. Maintains a clean environment inside and outside bar, including patio area.
10. Promotes and markets company's events – Knowledgeable on company's Facebook account and website. Partners with management to create and implement daily/weekly specials, events, and promotions.

**Qualifications:**

- Must be 18 years of age or older
- Proficient reading and math skills
- Previous experience preferred
- Demonstrates proficiency in the use and understanding of a computer, mobile device and social media applications, and company's POS system.
- Knowledge of or ability to quickly learn and memorize company's cocktail recipes

- Knowledge of mixology of alcoholic beverages to create new specialized drinks
- Attain the Alcohol Serving Training certificate within 30 days of hire.

**Personal Attributes Required:**

- Positive attitude; maintains high level of self-motivation
- Ability to handle stress and fast paced environment; maintain priorities and attention to detail especially under periods of high stress and demands.
- Excellent memory and ability to multi-task
- Courteous and professional customer service skills
- Clear and friendly communications skills; ability to work with a diverse group of employees and customers
- Ability to handle confrontation and challenging customers in a professional manner
- Accuracy and confidentiality is a must

**Essential Physical / Mental Requirements:**

- This job operates in an environment serving food and drinks to the public.
- Must be able to lift up to 50 pounds, must be able to walk, reach, and lift on a regular basis.
- Must be able to stand for long periods at a time without rest.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the City of Finlayson. All requirements are subject to modification at any time for any reason at the City's sole discretion.

Revised: 01/30/2024

I have read and understand the duties of Bartending

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Employee Signature

Date