

JOB DESCRIPTION

Position Title: Bartender

Written By: Tabitha Schmidt/CEO

Position Reports to (Title): Coordinator, Special Events

Effective Date: 11/2/2017

Department: Special Events/Rentals

Exempt/Non-Exempt: Non-Exempt, Part Time, Flexible

1. Position Summary

Provides efficient, friendly professional bar service to Powell Gardens' event guests. Bartenders are an important part of the enjoyable atmosphere at special events and act as ambassadors to the Gardens.

2. Essential Functions

Customer Service

Prepares drinks in a timely and accurate manner for all internal and external guests

Serves amenities to guests upon request

Serves as a brand ambassador for Powell Gardens and provides a visitor-focused environment of enjoyment

Set Up/Tear Down

Slices and pits fruits as required

Sets up bar, equipment and utensils as required in accordance with established guidelines, safety procedures and client requests.

Maintains all equipment, utensils and supplies in established guidelines and safety procedures

Arrives at least two hours prior to event to set up unless otherwise directed

Must clean up the bar, bar tables and wash bar glasses, plates and utensils as required

Accounting/Inventory

Operates credit card swipe machine and cash register giving guests correct change

Accounts for all cash, charge and non-alcoholic complimentary sales according to established procedure

Maintains integrity of all financial controls and responsibilities

Assists with the tracking and control of the department inventory

Compliance

Ensures compliance with responsible alcohol service guidelines with regards to guest limitations and age restrictions

Ensures the safety and security of guests and employees

Follows all Powell Gardens organizational policies and procedures, dress code, attendance and code of conduct.

3. Sphere of Responsibility

There is no supervisory role.

4. Internal and External Contacts

Internal: All Powell Gardens employees, Board of Directors, volunteers

External: Powell Gardens guests, donors

5. Consequence of Error

A bartender at Powell Gardens is a major component of the experience at special events for internal and external clients. Great service, a friendly demeanor and efficiency is required for a great guest experience.

Failure to deliver as a bartender in these areas, can cause a poor experience for our clients and hurt attendance and revenue for the Gardens.

6. Experience/Education

Education	High school diploma or GED, required Must be 21 years of age
Experience	Minimum six(6) months bartending or bar back experience
Knowledge	Ability to perform basic math & to make change with coin & currency. Knowledge of drink ingredients Must be able to read, write legibly, understand & speak English
Communications	Speak, listen and write in a clear, thorough and timely manner Diplomatic and professional Engage guests in a professional and friendly manner Proactive “can do” attitude Ability to manage multiple situations at once while remaining calm and collected
Core Competencies	

7. Work Environment/Physical Requirements

1. Must be available to work weekends, nights and holidays; must be available to work as required at events or programs; attend all-staff meetings outside of normal working hours; requires prolonged standing, mobility, lifting up to 50lbs, reaching & bending.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.