



Private Management for Public Facilities

Job Description

Position: Bartender

Department: Food & Beverage

Status: Hourly Non-Exempt

Reports to: Concessions Manager

SUMMARY: Ensures bars and bar service areas inventories are replenished at all times. Ensures guest satisfaction, beverage quality, and cleanliness. Has knowledge of bar supplies and common drinks being served.

Essential Duties and Responsibilities

- ❖ Responsible for completing tasks related to stocking, replenishing, cleaning, maintenance, and preparation of beverages under the guidance of the Bartender.
- ❖ Maintains and stocks adequate supplies of bar items such as glasses, cups, napkins, drink supplies, condiments, etc.
- ❖ Wash glasses and other serving equipment at bars
- ❖ Stock refrigerating units with wines, beer, replace beer kegs, etc.
- ❖ Replenish ice at bar
- ❖ Clean and polish bar, counters, shelves, equipment, bar stools, etc.
- ❖ Prepare food items needed in the preparation of drinks
- ❖ Trash pickup and disposal at bar and bar service areas
- ❖ Maintain personal health and sanitation standards (wash hands when using restroom, etc.)
- ❖ Review work procedures and operational problems in order to determine ways to improve service, performance, and/or safety

EDUCATION AND WORK EXPERIENCE

- ❖ High School Diploma or equivalent desired.
- ❖ 1-2 years experience in food service and/or working in a bar environment.
- ❖ Must be TABC (Texas Alcohol and Beverage Commission) certified.
- ❖ Must be 18 years of age or older

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Skills and Abilities

Position requires standing, walking and lifting up to 50 pounds.
Must have the ability to work late hours, weekends, and holidays as needed.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

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