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JOB DESCRIPTION

Position/Title: Bartender
Department: Bosselman Food Services, Inc.
Reports To: Management Team
FLSA Status: Nonexempt
Last Updated: 11/13/14

Summary: The Bartender is responsible for providing servers and Guests with drinks in a consistent and efficient manner.

Essential Job Duties/Functions:

- Understands Steps of Service.
- Uses salesmanship to maximize sales.
- Checks id's to determine guest's legal age and upholds all state and local liquor laws.
- Rings orders into register system and communicates additional information to bartenders and cooks.
- Takes and rings carry-out orders from Guests and Team Members and ensures accuracy.
- Maintains a clean working station at all times.
- Accurately complete payment transactions.
- Maintains bar drawer money in accordance with sales.
- Correctly uses bar tools and equipment.
- Ensures all food and drinks are within company standards of quality and freshness.
- Observes and responds to guests.
- Handles guest comments in a professional manner and gets management when necessary.
- Clears and cleans tables throughout shift (pre-bus).
- Follows food safety and general sanitation.
- Refills beverages when necessary.
- Completes all running, opening and closing side work. Get checked out by management before leaving the building.
- Providing friendly and competent customer service.
- Reporting for work in a timely manner when scheduled.

Additional Job Duties:

- Assisting in other duties, as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Education and/or Experience (include certs or licenses needed):

- Restaurant, bartending or guest service experience preferred.

Minimum Qualifications:

- Able to work the POS system efficiently.
- Able to pour beer, wine and liquor accurately to drink specs.
- Ability to listen to guests, respond verbally and interact with Team Members.
- Ability to read, write and perform math skills.
- Must possess a positive, enthusiastic attitude.
- Must be flexible with the ability to adapt to change when required.
- Demonstrates excellent communication skills.
- Must be well groomed and properly attired.
- Must be able to work holidays, weekends, and any shift needed.
- Must have reliable transportation and phone.
- Must be able to communicate in English. – IF APPLICABLE
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.

Physical Requirements: The physical demands described here are representative of those that must be met by the Bartender to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

- The employee must occasionally lift and/or move up to 75 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, knee, crouch or crawl.