



## Tahoe Donner Association Job Description

**Job Title:** Bartender  
**Job Code:** 101  
**Department:** Winter Food and Beverage  
**Reports To:** Winter Food and Beverage Manager  
**Class Code:** 9184  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 1  
**Pay Range:** \$12.00 - \$13.10 per hour  
**File Name:** Bartender Downhill Ski Area.doc  
**Updated:** 10/30/06, 11/19/14, 9/28/15, 08/18, 11/18

### SUMMARY

Under the supervision of the Winter Food and Beverage Manager, the Bartender is responsible for preparing and serving a variety of beverages and completing transactions using the POS. The employee is also responsible for the organization and cleanliness of the bar and lounge area.

**Essential Duties and Responsibilities** include but are not limited to the following. Other duties may be assigned.

The employee will provide excellent customer service to customers and employees.

Maintains a working knowledge of Association rules, regulations and procedures and enforces them accordingly.

Prepares a variety of alcoholic and non-alcoholic beverages and charges customer accordingly.

Maintains a clean and hazard free work area at all times.

Maintains par levels on a daily basis and restocks bar as needed.

Maintains a working knowledge of and enforces State laws associated with alcohol sales.

The employee will occasionally cover the cashier's stations when necessary.

Diplomatically handles difficult customers who may be intoxicated or aggressive.

Ensures that the facility is vacated by all customers and employees by designated time.

Does not consume alcohol while working or in uniform.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Two years' experience in high volume bar or banquet facility.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current CPR and AED certificate preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions and percentages.

## **REASONING ABILITY**

The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **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 stand; walk; use hands to handle, finger, feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste and smell. The employee is occasionally required to sit, climb, or balance and stoop, kneel, crouch, crawl. The employee must frequently lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. Toxic or caustic chemicals, outside weather conditions, risk of electrical shock and risk of radiation, the noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE