



**Job Title:** Bartender  
**Job Code:** 101  
**Department:** Alder Creek Café  
**Reports To:** Alder Creek Kitchen Supervisor  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 1  
**Pay Range:** \$12.00 - \$13.10 per hour  
**Class Code:** 9180  
**Prepared Date:** 3/15/2007, updated 4/30/11, 3/26/15, 10/8/15, 1/1/17, 4/2019

#### **SUMMARY**

Under the supervision of the Alder Creek Kitchen Supervisor, the bartender is responsible for preparing and serving alcoholic and non-alcoholic drinks to patrons of bar in accordance with standard drink specifications and collecting payment according to approved procedures. The bartender 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. May be assigned other duties as needed.

- Provide excellent customer service to guests, customers, employees and business partners and facilitate orders in a timely manner.
- Maintain current knowledge of Alcoholic Beverage Control (ABC) regulations and related laws.
- Maintain a working knowledge of all products (food and beverage) that are offered at restaurant.
- Serve liquor, wine and draught or bottled beer under the guidelines of the Alcoholic Beverage Control license.
- Prepare a variety of alcoholic and non-alcoholic beverages and charge customers accordingly.
- Does not serve alcohol to anyone under 21 years old. Require ID from anyone who looks under 30 years old.
- Does not consume alcohol while working or in uniform.
- Keep bar fully stocked with all products offered and the supplies to facilitate service of food and beverages.
- Ask for assistance when moving kegs.
- Be responsible for the upkeep of all garnishes served with drinks.
- Maintain clean and hazard free work area.
- May be required to work special events and banquets held at ACAC.
- Inform supervisor when product is low or needs to be reordered.
- Diplomatically handle difficult customers that may be intoxicated or aggressive. Notify a manager should the situation escalate.
- May assist with snow removal including shoveling and clearing snow from walkways, stairs, equipment and other areas as needed.
- Maintain a working knowledge of association rules and enforce them accordingly.

#### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 21 years or older.

#### **EDUCATION and/or EXPERIENCE**

High School diploma or equivalent education; or one to two-year bartending experience and/or training; or equivalent combination of education and experience. One to two years of restaurant experience preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current CPR and first aid certification recommended. California Food Handlers card required.

#### **LANGUAGE SKILLS**

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

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 occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance 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 regularly exposed to high, precarious places. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.