



Job Title: Bartender
Job Code: 101
Department: The Lodge
Reports To: Lodge Manager
FLSA Status: Non-exempt
Class Code: 9079
Prepared Date: 3/15/2007, updated 4/30/11, 10/1/15, 4/29/16

SUMMARY

Mix and serve alcoholic and non-alcoholic drinks to patrons of bar in accordance with standard drink specifications and collect payment according to approved procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to customers, business partners and employees.
- Take orders from customers or servers.
- Maintain current knowledge of Alcoholic Beverage Control (ABC) regulations and related laws.
- Mix ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks.
- Serve liquor, wine and draught or bottled beer under the guidelines of the Alcoholic Beverage Control license.
- Collect money for drinks served using a cash register, credit card machine and/or point of sale system.
- Take inventory of alcoholic beverages and supplies, report to Lead Bartender or manager.
- Arrange bottles and glasses to make attractive display.
- Slice and pit fruit for garnishing drinks.
- Replenish bar snacks such as chips, pretzels, and nuts.
- Keep bar area clean, organized and well stocked during assigned work shifts to maintain a pleasant, safe and legal environment in the bar area.
- Diplomatically handle difficult customers that may be intoxicated or aggressive.
- 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 enforces them accordingly.
- Does not consume alcohol while working or while in uniform.

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

One to two-year bartending experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current CPR and first aid certification recommended.

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.