

Job Description

Title: BARTENDER
Reports to: General Manager
Overtime: Non-Exempt

Summary of Position:

Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests.

Duties & Responsibilities:

- Take beverage orders from guests and servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Restaurant's standard drink recipes.
- Learn the names and personally recognize our regular guests.
- Record drink order accurately and immediately after receipt into the register system.
- Accept guests' payments, process credit card charges and makes changes (if applicable).
- Prepare garnishes for drinks and replenish appetizers for bar guests.
- Maintain bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and resets tables in bar area.
- Present drink menus, make recommendations and answer questions regarding beverages.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Receive and serve food orders to guests seated at the bar.
- Report all equipment problems and bar maintenance issues to the General Manager of the restaurant.
- Assist the restocking and replenishment of bar inventory and supplies.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the General Manager or Manager on Duty.

Qualifications:

- Be able to communicate and understand English.
- Be willing to serve and entertain guests according to the perceived atmosphere and expectation of guests.
- Have working knowledge of beer, wine and liquor and common drink recipes.
- Possess basic math skills and have the ability to handle money and operate a cash register.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.