

Bartender Job Description

Reports to: Director of Food & Beverage

Summary of Position:

Provide friendly, attentive, and timely service to create an exceptional experience for all of our guests. Each bartender's primary objective is to show our guests such a marvelous time that they will want to return again and again.

Duties & Responsibilities:

- **Maintains a Guest focus while performing duties**
- Assumes 100% responsibility for quality guests' experience
- Take orders from guests and beverage orders from servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Restaurant's standard drink recipes.
- Learns the names and personally recognize our regulars.
- Record drink orders accurately and immediately after receipt into the register system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware.
- Prepare garnishes for drinks and replenish snacks for bar patrons.
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Present drink menus, make specific 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 bar supervisor.
- Assist the restocking and replenishment of bar inventory and supplies.
- Thank guests for their visit and invite them to return.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Notify Dining Room Supervisor or manager-on-duty any time a guest is not 100% satisfied with their experience

Qualifications:

- Be 18 years of age.
- Must possess a positive attitude and work well with other team members
- Be able to communicate and understand the predominant language(s) of our guests.
- Must be able to work unsupervised
- Must be available to work at 4:00 pm and as late as 2:00 am
- Must have the ability to handle money and operate a point-of-sale system.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to safely lift and easily maneuver trays of food frequently weighing up to 20 to 25 pounds
- Be willing to follow direction and ask questions for clarification if needed.
- Be able to work in a fast paced restaurant environment

Uniform Requirements:

- Clean black non-slip shoes, must say non-slip on shoe
- Black socks must be worn
- Clean black pressed slacks
- Clean black polo style shirt (provided)
- White or flesh tone under garments must be worn
- Clean black apron (provided and can not be modified in any way)
- Hair must be a naturally occurring hair color
- Long hair must be pulled back and restrained
- No more than two earrings per ear (no other piercings visible)
- No visible tattoos
- No more than two no obtrusive rings per hand
- Fingernails must be one solid color (no dark colors permitted)
- Cologne & perfume cannot be overpowering
- Deodorant must be worn
- No more than two conservative bracelets per wrist
- Males: Facial hair is permitted but must be well groomed
- Quality inn Name badge below left shoulder