

# BPOE ELKS LODGE 411

## Job Description: PART-TIME BARTENDER

The individual in this position should possess prior relevant experience and familiarity with basic bartending and drink mixing. He/she must be committed to the highest standard of customer service, be reliable to his or her co-workers and be a self-motivated, organized and detailed individual. Good time management skills and professional behavior is required for this position.

### Qualifications:

- Must be 21 years of age.
- High school diploma or general education degree (GED) required.
- Demonstrated knowledge of mixing and preparing a variety of drinks.
- Strong working knowledge of general sanitary and safety practices and health codes.
- Strong working knowledge of drink mixing techniques and tools.
- Able to work day, evening and weekend hours as well as holidays, as needed.
- Current Food Handler's card.
- Additional education, training, certificates are desirable.
- Possess basic math and computer skills.
- Ability to lift and carry up to 25-30 pounds.
- Comfortable standing, stooping, squatting, twisting and moving frequently.
- Must be friendly, outgoing and possess excellent communication skills.
- Is punctual and dependable.
- Professional appearance, wearing provided uniform/shirt when directed.
- 2-3 References (within last 5 years).

### Responsibilities:

- Mixing ingredients liquors, sodas, water and juices to prepare alcoholic and non-alcoholic drinks.
- Pulling and serving draft, can and bottled beer.
- Preparing fruits and garnishes for drinks.
- Cleaning and sanitizing all bar areas before/after shifts and keeping bar area clean/organized at all times.
- Taking and serving food orders from customers.
- Taking inventory to ensure bar is adequately stocked; reporting needs to bar manager at the end of shift
- Adhere to all food safety and quality regulations.
- Uses computerized cash register to handle cash, credit/debit card transactions, ensuring charges are accurate and returning correct change to patrons.
- Ensure cash register is balanced and all funds are accounted for by at end of shift.
- Clear and clean tables, wash glassware and remove trash at the end shift, leaving the bar area clean and ready for the next day.
- Keep an eye on patron intoxication levels and respond appropriately.
- Provide excellent customer service by taking orders, preparing them efficiently.
- Be professional, positive, present a neat and clean appearance and be friendly and engaging.
- Check identification to ensure customers are of legal age to purchase alcohol; verify current membership cards and sign-in sheet for guests.
- Professionally addresses any questions, concerns or recommendations to the House Committee Chair or appropriate designee.

**Experience:** Restaurant/Bar Back: 1 year preferred | Bartending: 1-2 years preferred

**Hours:** 5-10 hours/week

**Pay Rate:** \$9/hour