



POSITION DESCRIPTION

Job Title: BARTENDER

Job Type: Hourly; Part time

Reports to: Elbert Hotel Food & Beverage Manager

Job Summary

A Bartender at the Elbert Hotel prepares and serves alcoholic and non-alcoholic beverages to customers and provides superior customer service. The Bartender will greet customers, learn about their preferences, answer questions, recommend menu items, and prepares and serves both beverages and food. A successful Bartender at the Elbert Hotel will be gracious, friendly and engaging, have a neat appearance, and is efficient, observant, and knowledgeable about standard cocktails and drinks.

Key Responsibilities / Examples of Work

- Welcoming customers, reading and listening to people to determine beverage preferences, making recommendations, and taking drink and food orders.
- Informs customers about drink and food specials and their contents.
- Selects and mixes ingredients, garnishes glasses, and serves beverages and food to customers.
- Checks identification to ensure customers are of the legal age to purchase alcoholic beverages.
- Participates in taking inventory of stock and supplies. Ensures that the bar and tables are well-stocked.
- Adheres to all food safety and quality regulations. Complies with all health and safety regulations and permit conditions.
- Handles cash, credit, and debit card transactions, ensuring charges are accurate and returns correct change to patrons. Balancing the cash register.
- Maintains a clean work and dining area by removing trash, cleaning tables and the bar area, and washing glasses, utensils, and equipment.
- Ensures the department is operated within the legal framework by immediately reporting and documenting any observed or known safety hazards, conditions or unsafe practices and procedures
- Performs any other duties as may be reasonably required by management

Basic Requirements and Personal Skills

- High School diploma or G.E.D. certificate. Experience or training in bartending including mixology, using drink mixing tools and techniques, and the ability to follow standard recipes for classic cocktails.
- At least 21 years of age to meet the state minimum for serving alcoholic beverages.
- Availability to work nights, weekends, and holidays.
- Basic math and computer skills.
- Exceptional interpersonal and communication skills, and eye for detail
- The ability to stand, walk, bend, etc., for extended periods, and lift up to 25 pounds.