

## **Bartender**

### **Responsibilities:**

- Greet and serve guests at the bar.
- Pour drinks, using standard pour according to specifications.
- Serve drinks to guests. Notify coordinator or handle matter if a guest is becoming intoxicated or rude to other guests.
- Operate bar equipment.
- Stock alcohol, beer and wine.
- Fill and clean ice bins.
- Unpack deliveries and stock bar.
- Communicate with support crew and management.
- Clean and empty trash cans as necessary.
- Clean shelving, stainless steel, mixers, cups, blenders.
- Follow uniform and grooming specifications.
- Performs additional duties and responsibilities as needed or requested.

### **Qualifications:**

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Passion for customer service and support.
- Punctual, professional & well spoken.
- Transparent & honest.
- Ability to maintain a friendly and welcoming demeanor.
- Ensure adherence to outlined dress code.
- Ability to read an event timeline and foresee necessary tasks that need to be accomplished.
- Ability to effectively communicate in English.
- Ability to read non-verbal cues regarding client and guest responses to service and/or product.
- Maintain poise under pressure and creatively solve unforeseen problems on the spot.

### **Experience:**

Prior experience in mixing/pouring various alcohol beverages is preferred but not required. Excellent customer service/people skills. Ability to diplomatically deal with difficult situations and people, while exhibiting a consistent level of professionalism. Ability to read, write, and verbally communicate effectively and professionally with other business departments, guests, and vendors.

Must possess a Washington State class 12 alcohol service certification permit and Washington State food handlers permit. This position requires the ability to work late nights and weekends.

**Job Requirements:**

Required to stand and walk continuously on all types of floor including concrete, wood, carpet, earth. May stand for up to 4 hours in one place. Standard shift will be up to 8 hours.

Required to use hands to handle, finger, or feel objects. Must be able to grasp applying pressure.

Must be able to perform a variety of body movements including stooping, bending, and twisting throughout the shift.

Must regularly lift up to 40 pounds; drag up to 100 pounds across a floor, with help; and occasionally lift up to 25 pounds overhead.

Required to effectively communicate in large crowds; often up to 350 people in one room. Must be able to hear and listen effectively. Must be able to make quick decisions in stressful situations and able to professionally confront intoxicated guests.

Must be able to withstand frequent exposure/contact with a wide range of temperatures, noise, and heated dishes.

Ability to safely and correctly operate equipment necessary for job function.

**PHYSICAL DEMANDS:**

<b>R:</b> Rare (< 15% of work period)	<b>C:</b> Constant (71 – 100% of work period)
<b>O:</b> Occasional (16 – 40% of work period)	<b>N/A:</b> Not Applicable
<b>F:</b> Frequent (41 – 70% of work period)	

**Strength:**    \_\_\_ Sedentary    \_\_\_ Light    XX Medium    XX Heavy    \_\_\_ Very Heavy

Function Performed	Frequency	Comments
Lifting (# of pounds)	F to C F O to F	Floor to Waist: Up to 40 pounds Waist to Shoulder: Up to 40 pounds Shoulder to Overhead: Up to 25 pounds
Carrying (# of pounds)	F to C F O	Floor to Waist: Up to 40 pounds Waist to Shoulder: Up to 60 pounds Shoulder to Overhead: Up to 25 pounds
Pushing/Pulling (# of pounds)	O to F	Up to 100 pounds across floor
Standing	C C	Standing in one place up to 4 hours; Standing up to 10 hours on various flooring (concrete, wood, carpet, earth)
Walking	F to C	Walking on various flooring (concrete, wood, carpet, earth); uneven surfaces
Sitting	R to O	
Climbing Stairs	O to F	Dependent on venue
Bending/Stooping at Waist	F to C	
Twisting at Waist	F to C	
Squatting/Crouching/Kneeling	F	
Crawling	R	
Reaching: below knees Reaching: knees to shoulder Reaching: above shoulder	F to C F to C O	
Balancing	F	Carrying serving trays; multiple drink orders
Repetitive Hand/Arm Motion	F to C	
Grasping/Handling	F to C	Applying pressure with fingers and palms
Fine Finger Manipulation	F to C	
Talking	F to C	
Hearing	C	
Seeing	C	
Reasoning	F to C	Ability to make quick decisions in stressful situations

**ENVIRONMENTAL CONDITIONS:**

Inside/Outside	Dependent on venue; possible 100% inside or 100% outside or combination of inside/outside activity
Extremes to Hot/Cold	Dependent on venue, facility temperature, and/or weather conditions
Wet/Humid	Dependent on if outside event and weather conditions
Noise Level Comparison	Dependent on size of venue, event activities, and number of attendees
Ventilation	Good ventilation
Lighting	Various lighting both indoor and outdoor
Hazards (burns, falls, cuts, etc.)	General hazards associated with event support (i.e. catering, bartending)

Disclaimer:

Note this job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the company.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_