

Job Description

Title: Events Bartender

Department: Events

Position Reports to: Event Manager/Event Coordinator **Date Revised:** February 2023

I. General Summary

The bartender performs a variety of duties relating to banquet service, including greeting and serving customers, stocking counters and maintaining sanitation standards. Responsible customer service is a major component of this position.

II. Principle Duties and Responsibilities

- Provide customer service in the assigned banquet area.
 - Maintain cleanliness of the banquet bar area.
 - Complete any duties assigned by the event coordinator or the bartender supervisor that enhance customer service or the operations of the organization.
 - Provide clear verbal and written communication in the English language.
 - Attendance is required for all scheduled days on a regular basis.
 - Perform other duties and responsibilities as assigned.
-

III. Background

- **Supervision** - The position does not include any supervisory responsibilities.
 - **Confidentiality** - This position requires high ethical standards, integrity, and discretion in dealing with staff and customers.
 - **Mental Application** - The work performed in this position is primarily governed by established policies and procedures.
 - **Responsibilities** - The position requires organization and thoroughness in project and time management. A commitment to excellent customer service is essential.
 - **Contacts / Internal and Public** - Internal contacts primarily include the management and catering company.
 - **Magnitude and Scope** - The position reports to the Event Manager/Event Liaison and keeps them informed of all essential information to ensure the profitability of Café Muse and the catering company.
-

IV. Conditions of Employment

- **Working Conditions** - The position is performed in a non-smoking environment with exposure to cramped areas, odors, hot and cold temperatures, standing on concrete and uneven floor surfaces, as well as wet surfaces and noise.
The position is performed in the Plains Art Museum building which is a non-smoking facility.
 - **Equipment Operations** -. Must be able to use basic equipment such as a cash register or a calculator.
-

V. Specifications

- **Education** - High School graduate or equivalent experience (GED) preferred.
- **Experience** - Sales, bar, or restaurant experience helpful. Previous banquet bartending and customer service experience preferred. Cash handling experience required.
- **Abilities**. - Ability to read and write at a level appropriate to taking orders and reading and understanding policy, procedures and labels. Good basic mental math skills. Demonstrated ability to understand and implement written and verbal instructions.

VI. Essential Functions

Must be able to speak, read, write and understand the English language. Must be able to communicate clearly and listen attentively to customers, staff, vendors and other external sources. Must be able to stoop, bend, move throughout the building serving customers, balance, climb, crouch, kneel, reach, sit, twist, stand and perform extensive or repetitive arm/wrist motions and handling. Must be able to read and comprehend required information and accurately complete required paperwork. Must be able to lift/ carry equipment and stock up to 30 pounds on a regular basis, as well as up to 50 pounds on a less frequent basis. Must possess finger dexterity and ability to grasp small utensils and equipment adeptly. May be required to perform diverse physical tasks in order to meet position requirements. Must have multi-tasking capabilities.

(Print Clearly)

Employee Print Name _____

Employee Signature _____ **Date** _____