

## SWEET T'S RESTAURANT + BAR, LP

### JOB DESCRIPTION

<b>Name:</b>	<b>FLSA Classification:</b> Non-exempt
<b>Job Title:</b> Bartender	<b>Pay Rate:</b> \$15-\$25 (DOE) + Tips
<b>Reports To:</b> FOH Manager/Bar Manager	<b>Position Type:</b> FT/PT

#### SUMMARY/OBJECTIVE:

A bartender's primary goal is to make quality cocktails and provide an excellent guest experience for bar and dining room guests. A successful bartender maintains knowledge of wine, spirits, cocktails, beer, and other drinks to guide guests to their ideal food and beverage pairing.

#### DUTIES AND RESPONSIBILITIES:

- Prepares restaurant's signature cocktails and guest requests on demand
- Recommends pairings according to guest's tastes
- Checks identification of guests to ensure they are of a legal age to consume alcoholic beverages
- Preps bar ingredients
- Maintains bar cleanliness
- Keeps bar stocked with wine, beer, and cocktails components
- Answers guest and service staff questions having to do with wine, beer, and spirits/cocktails
- Supports bussers by pre-bussing bar tables and bar top
- Assists bar manager in creating seasonal cocktails throughout the year
- Loads cocktail, beer, and wine glasses into dishwasher to clean and sanitize
- Tests dishwasher to make sure it is sanitizing properly
- Fills bar sink with sanitizer at the beginning of shift and stocks with towels
- Removes/Re-covers spouts and bottles at beginning and end of service
- Stocks paper towels, straws, cocktails napkins, stir-straws, skewers, etc. at end of each shift
- Stocks glassware
- Stocks clean bar utensils for each shift including strainers, shakers, jiggers, ice scoops, wine opener, stir spoons, bar mat, pour spouts, etc.
- Stock silverware and napkins
- Sets up rim salters with salt, sugar, and graham cracker for each shift
- Fill ice bins at each service well to be used during the shift
- Ensure all cocktail components are fresh before each service
- Make sure there are back up beverage cannisters and CO2 tanks ready to replace empties

- Receive and count opening bank from the manager
- Cover and store all garnishes, mixers, and other ingredients at the end of service
- Wash mats at the end of service
- Clean and sanitize soda gun at the end of service
- Wipes down and sanitizes bar area at the end of service
- Cap all tapped beers at the end of service
- Fill and freeze all ice trays at the end of service
- Clean out prep fridge at the end of each shift
- Collect payment from customers and return change when applicable
- Monitor the level of intoxication of customers
- Ensures no alcohol is served to minors or overly intoxicated guests

#### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **SKILLS AND QUALIFICATIONS:**

- Knowledge of craft beer, wine, and craft cocktails
- Ability to operate POS
- Ability to perform basic math calculations
- Possesses current ServSafe Certification
- Recent completion RBS training course
- Ability to communicate effectively with guests and staff
- Work effectively in a team environment
- Ability to work nights, days, weekends, holidays, and overtime when needed
- Exhibits a professional and well-groomed appearance
- Ability to identify and prioritize important tasks
- Ability to perform tasks in a timely manner
- Knowledge of good customer service practices

#### **PHYSICAL REQUIREMENTS:**

- **Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
- **Arm – Hand Strength** – The ability to lift up to 40 pounds
- **Speech Recognition** – The ability to identify and understand the speech of another person

- **Extent Flexibility** – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
- **Arm/Hand Steadiness** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- **Lifting** – The ability to lift up to 40 lbs.

### **WORKING CONDITIONS:**

This work is generally performed standing; lifting wine cases, beer kegs and other similarly heavy objects; repetitive shaking cocktail shakers; and working around hot water, glass, knives and other kitchen implements and slippery surfaces.

### **WORK ENVIRONMENT:**

Bartenders typically work indoors

The work environment is often loud and crowded

The job requires close proximity to coworkers and guests

The environment may have slippery floors, sharp objects, and other hazards