



## Job Description-Bartender-Moonlight Amphitheater

**TITLE:** Bartender      Moonlight Amphitheater

**REPORTS TO:** Manager

**DATE:** 4/1/2018

**FLSA STATUS:** Seasonal/ Hourly

### Job Summary

The Bartender is responsible for maintaining the bar area, serving restaurant and bar patrons at the bar and filling drink orders for the dining room and walk-up customers. The Bartender must have extensive knowledge of liquor mixed drinks, beer and wine. Thinking quickly, awareness of surroundings and monitoring patrons for signs that they have had too much alcohol are also skills required to do this position well.

At the end of each night the Bartender will cash-out the cash drawer, making sure it balances with the POS system and note any discrepancies. Lastly, the Bartender will take alcohol inventories, and put in the order if necessary to be delivered the next day.

### Bartender Duties and Responsibilities

- Deliver a consistently high level of customer service to each client and maintain a safe environment by identifying problem clients and having them removed.
- Keep bar area clean, safe and organized.
- Collect money for drinks served and providing change as needed; Balance cash receipts; Maintain an accurate cash drawer throughout the night
- Develop an efficient work pace that keeps the customers at the bar and in the dining room satisfied at all times.
- Take beverage orders from customers or wait staff and serving drinks as requested, paying extreme attention to detail.
- Provide a positive and friendly guest experience by interacting with patrons.
- Check identification to verify legal age requirements for all customers.
- Keep a well-stocked bar with an adequate supply of beer, wine, ice, napkins, glassware, and other accessories.
- Organize the bar area to streamline drink preparation and inventory.
- Place orders for liquor, beer, wine, and other supplies as needed.
- Monitoring all patrons for alcohol intake to appropriate levels and attempting to curtail inappropriate behavior.
- Assist in ensuring patrons always have a safe ride home, calling a taxi or Uber when appropriate.

# Bartender Requirements and Qualifications

- High school diploma.
- 2+ years' experience working as a bartender.
- Certification as a mixologist from a reputable bartending school preferred.
- Must be able to lift 20 pound boxes and stand for an 8-hour shift.
- Strong customer service, great memory, and interpersonal skills required.
- Follow KFGs Cash Handling Procedures

## **Cash Handling Procedures**

### **OBJECTIVE:**

To ensure that cash is handled properly, that there are no Overages or Shortages, and that all sales are recorded accurately.

### **PROCEDURE:**

1. A bank will be issued to the Cashier at the beginning of shift.
2. Cashier will count the bank and verify it on the Bank Sheet
3. Cashier will keep Bank secure in locked cash drawer and/ or zipper apron
4. Cashier will not give the key to any one
5. Cashier will enter all sales accurately in to POS register. If there is a discrepancy (Overage or Shortage) Cashier MUST inform Manager immediately.
6. Any Overage or Shortage will be documented in the Staff Member's personal file.
  
7. Cashier will perform End of Day (EOD) reports. This will include sales reports and final bank Count sheet.
8. Cashier will separate sales money from bank money. Cashier will count and record final bank amounts. Cashier will record final sales amounts.
9. Cashier will turn all money in to Manager/ Supervisor for verification.

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