

JOB DESCRIPTION

Bartender

For The Divide Bar & Grill

General Purpose

Prepare, mix and serve drinks and beverages correctly to either customer's directly or to serving staff.

Main Job Tasks and Responsibilities

- Greet customers and present beverage menus
- Make recommendations and answer all related inquiries
- Check identification of customers to verify they are of legal drinking age (TIPS Certified)
- Take orders from serving staff or directly from customers
- Record drink orders accurately into register system
- Prepare and serve alcoholic and non-alcoholic drinks in accordance with standard recipes
- Peel, slice and pit fruit for garnishing drinks.
- Mix and garnish cocktails according to standard specs
- Serve snacks to customers seated at the bar
- Upsell drink and food items to customers
- Respond promptly to requests from customers in a polite and professional fashion
- Attempt to limit problems related to customers' excessive drinking by following established procedures
- Process transactions using the POS system
- Prepare checks for customers
- Process customer payments
- Arrange glasses and bottles into attractive and functional displays
- Ensure clean glasses, bar equipment and working areas
- Comply with all health, safety and hygiene standards and policies
- Balance the cash register at the start and close of each shift
- Monitor inventory
- Order and restock bar inventory
- Ensure all house cleaning and closing duties are complied with and establishment closed in proper order

Pay: Hourly

Skills and Experience

- High School Diploma or equivalent preferred
- Minimum age requirement
- Working knowledge of standard drink recipes
- Working knowledge of spirits, wine and beer
- Understanding of classes of alcohol, different glasses, brand names and garnishments
- Working knowledge of bar equipment
- Knowledge and education in mixology an advantage
- Numeracy and cash-handling skills
- Able to work flexible schedules
- Able to work in a standing position for long periods
- Be able to reach and bend and frequently lift up to 50 pounds

