

**Jefferson Center Foundation
Job Description**

TITLE: Bartender

**OPERATING
UNIT:** Program

PURPOSE: Provide food and beverage service to patrons in a friendly and efficient manner.

REPORTS TO: Box Office/Guest Services Manager

**DIRECT
REPORTS:** Volunteers

**FLSA
CLASSIFICATION:** Temporary part-time/Nonexempt

MAJOR JOB RESPONSIBILITIES:

- Prepare Jefferson Center bar areas for service prior to event; serve patrons during the event; clean up bar area following an event.
- Supervise and manage bar volunteers during event.
- Count inventory and maintain records of inventory prior and following all events.
- Collect payments from patrons; reconcile cash box and sales; prepare sales report; secure funds in safe.
- Coordinate with other bar staff all scheduling and availability.
- Communicate with supervisor regarding needs of both stock and assistance on a per performance basis.
- Perform other duties as assigned.

ESSENTIAL REQUIREMENTS:

- Ability to give and receive information in person.
- Ability to clearly communicate verbally and in writing with volunteers, vendors, peers, supervisors, subordinates, and patrons.
- Ability to maintain a high degree of accuracy and attention to detail.
- Ability to use sound judgment in decision-making, and to work independently.
- **Ability to manage and supervise employees and volunteers.**
- Ability to remain standing for substantial lengths of time, and physically serve food and beverages.
- Ability to work nights and weekends.
- Pleasant demeanor and positive attitude toward patrons.

QUALIFICATIONS:

- High school graduate or equivalent.
- Minimum of three years work experience in customer service or food and beverage service; prior bartending experience.
- Basic math and customer service skills.

I understand the responsibilities and requirements of this position.

Employee Signature

Date

Updated 4/1/06