

2021 GREELEY STAMPEDE BAR LEAD JOB DESCRIPTION



The Greeley Stampede Bar Leads will be a vital key to the success of the Stampede Beverage Program. Bar Leads will assist Bar Managers and Beverage Coordinator by helping to oversee specific bar locations as well as implementing new policies and procedures. The Bar Lead is a Bartender who acts as a “middle-man” between Bartenders and Bar Managers. We are looking for highly motivated, energetic, personable people to fill seasonable bar supervisor positions. Bar Leads will be responsible for several duties, such as:

Support and Assist the Beverage Management Team:

- Assist with Beverage Operations
- Help to implement new policies and procedures
- Report directly to Bar Managers
- Help to oversee operations at designated bar locations
- Help to ensure bar location operations run smoothly & efficiently
- Communicate any bar needs with Bar Manager
- Communicate any obstacles with Bar Manager
- Contact Bar Manager to coordinate & handle:
 - Ice orders
 - Change orders
 - Cash/tip pickups
 - Last Call times
 - Security/ problem customers
- Help manage inventory throughout the event
 - Conduct initial inventory to be checked by management
 - Conduct nightly inventory to be checked by management
- Other responsibilities as needed

Bartend:

- Welcoming customers, reading and listening to customers to determine beverage preferences, making recommendations, and taking drink orders.
- Selecting and mixing ingredients, and serving beverages to customers.
- Checking identification to ensure customers are the legal age to purchase alcohol.
- Adhering to all food safety and quality regulations.

- Handling cash, credit, and debit transactions while ensuring that charges are accurate and returning correct change to patrons.
- Maintaining a clean work area by removing trash, cleaning utensils, and equipment.
- Practicing good hand/face hygiene and following safety protocols as they relate to Public Health and Safety Orders.

Support and Assist Bartenders:

- Help to supervise bartenders at specified bar locations
- Assist fellow Bartenders
 - Help confirm or deny suspicious or questionable ID's
 - Help with questions that may arise when Bar Manager is not present
 - Assist with any POS troubles that may arise
 - Contact Bar Management team to handle any issues
- Act as a leader/ lead by example
- Help to coordinate breaks for bar staff
- Ability to Bar Back/float/stock/assist bar staff as needed
- Address complaints, customer inquiries, conflicts, questions, and suggestions from customers and staff. Communicate all to Bar Manager.
- Other responsibilities as needed

Requirements and Qualifications:

- Must be at least 21 years of age
- Must have 3+ years Stampede Bartending Experience
- Must have extensive knowledge of bartending, serving, and Greeley Stampede
- Must demonstrate consistent leadership skills
- Training for Intervention Procedures (TIPS) Certified or willingness to become certified
- Knowledge of local and state regulations related to alcohol service and health code compliance
- Excellent problem solving and customer service skills
- Exceptional communication and interpersonal skills
- Ability to delegate responsibilities and maximize resources
- Ability and willingness to work outside the normal work day/ work week
- Physically able to stand and move for long periods of time, and occasionally carry heavy items in a fast paced, stressful environment.
- This position will require frequent standing, bends and twists from the waist. Must be able to lift up to 40 lbs.
- Must pass a criminal background check

Skills and Qualities:

- Reliable, ethical, discreet and trustworthy

- Team player willing to put team interests first
- Ability to work quickly and accurately in a fast paced environment
- Ability to stay calm and cool under pressure
- Demonstrated organizational skills and ability to multi-task
- Demonstrated leadership skills
- Ability to maintain a positive, fun, and friendly attitude

Work Schedule:

- Bar Leads MUST be available to work a minimum of 8 shifts during Event. Concert nights, Fridays, & Saturdays are mandatory for this position.
- Bar Leads will be hourly, non-exempt employees. This position will require flexible scheduling to accommodate peak times, community involvement, and meetings.
- Important Dates:
 - Bar Leadership Meetings (2 dates TBD)
 - Alcohol Awareness Class/Beverage Staff Trainings → June 3rd, 4th, 11th, 12th
 - Greeley Stampede Work Day → June 19th **Not Mandatory*
 - June 23rd→ Day before event final setup & run-through
 - June 24th-July 4th → 99th Annual Greeley Stampede
 - July 5th → Clean Up Day

Compensation:

- Hourly pay rate: \$12.32 (during non-tipped hours)
- Tipped hourly rate: \$9.75 + Tip Share
 - Eligible for Beverage Perks

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

For Office Use

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____