

**2021 GREELEY STAMPEDE**  
**BAR MANAGER JOB DESCRIPTION**



The Greeley Stampede Bar Managers will be a vital key to the success of the Stampede Beverage Program. Bar Managers will provide support to the Beverage Coordinator by overseeing bar staff and implementing new procedures. We are looking for highly motivated, energetic, personable people to fill seasonable bar management positions. Bar managers will be responsible for several duties such as:

**Support and Assist the Beverage Coordinator:**

- Assist with all Beverage Operations
- Assist with hiring, training, and supervising all bar staff
  - Must attend scheduled Alcohol Awareness Class & must help to execute Responsible Alcohol Service Trainings for bar staff (dates on page 3)
- Assist with new employee paperwork
- Assist with bar setup/ planning
- Assist in stocking product in bars before event & collecting product for post-event
- Help to implement new policies and procedures
- Assist with Scheduling and Time Sheets
- Manage bar staff and assist with bar assignments. Deliver tools and necessities to each assigned bar during event ( i.e. Cash drawer money, ice, wrist bands, bar crates, towels, etc.)
- Help manage inventory throughout the event:
  - Conduct counts/ tracking/ nightly order sheets for next day stocking
- Assist with event clean up
- Other responsibilities as needed

**Support and Assist Beverage Leadership Team:**

- Bar Managers must have sufficient bartending skills and be able to assist bar staff with any and all duties assigned to bartenders
- Bar Managers must coordinate breaks for Bar Leads during each shift
  - Bar Managers must effectively cover Bar Lead's role during break by bartending & handling all Bar Lead duties during that time
- Help coordinate breaks for bar staff (bartenders and fellow bar managers)
- Ability to Bar Back/assist bar staff as needed/ bartend in the event of emergency
- Assist Bar Staff with Shift Check In

- Assist Beverage Coordinator with Pre-shift meetings
- Address complaints, inquiries, conflicts, and questions from customers and staff
- Work as a team with fellow bar managers to ensure all bars are set up for success each shift and maintained throughout the entire shift and event.
- Assume responsibility of all bars at any given time. Bar managers will rotate bar responsibilities and locations to ensure shared knowledge and success.
- Other responsibilities as needed

#### **Support and Assist with Money Procedures:**

- Distribute correct funds, along with wrist bands to each bar for registers before open. Keep track of any discrepancies and communicate them to the Beverage Coordinator immediately.
- Follow cash money procedures; collect tip money according to Tip Blocks and coordinate with security for pickup/drops
- Collect cash register money as needed throughout the event, place all contents into sealable cash bags and drop into safes to be picked up by security at the end of the night
- Other responsibilities as needed

#### **Public Health & Safety Expectations**

- All employees will be expected to follow Greeley Stampede Health and Safety Guidelines throughout the entirety of the event and their seasonal employment. The health and safety of all employees and all guests is a main priority for the Greeley Stampede.
- Bar Managers must lead by example, as well as ensure that staff continues to follow guidelines at all times

#### **Requirements and Qualifications:**

- Must be at least 21 years of age
- 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 have bar/restaurant experience—Bartender experience preferred
- Management experience preferred
- Preferred TIPS Certified or willingness to become certified
- Knowledge of local and state regulations related to alcohol service and health code compliance
- Strong understanding of business management & accounting principles
- Excellent problem solving and customer service skills

- Exceptional communication and interpersonal skills
- Ability to delegate responsibilities and maximize resources
- Ability to work independently, as well as lead, manage, and motivate a team
- Ability and willingness to work outside the normal work day/ work week, and effectively adjust to the “Turn and Burn” nature of the event.
- Ability to motivate a team and promote a team environment

**Skills and Qualities:**

- Reliable, ethical, discreet and trustworthy
- Team player willing to put the 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
- Ability to maintain a positive, fun, and friendly attitude

**Work Schedule:**

- The Bar Managers will be seasonal hourly, non-exempt employees. The bar manager position will require flexible scheduling to accommodate peak times, community involvement, and meetings.
- Important Dates:
  - Bar Manager Meetings (2 dates TBD)
  - Alcohol Awareness Class/Beverage Staff Trainings → June 3<sup>rd</sup>, 4<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>
  - Greeley Stampede Work Day → June 19<sup>th</sup> \*Not Mandatory
  - June 23<sup>rd</sup> → Day before event final setup & run-through
  - June 24<sup>th</sup>-July 4<sup>th</sup> → 99<sup>th</sup> Annual Greeley Stampede
  - July 5<sup>th</sup> → Clean Up Day

**Compensation:**

- Hourly pay rate: \$12.32 (during non-tipped hours)
- Tipped hourly rate: \$10.20 + Tip Share (new terms for tip share eligibility)

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.

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For Office Use

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_