

## 102<sup>nd</sup> ANNUAL GREELEY STAMPEDE BAR LEAD JOB DESCRIPTION



The Greeley Stampede Bar Leads are a vital key to the success of the Stampede Beverage Program. Bar Leads assist Bar Managers and the Beverage Manager by helping to oversee bar locations, supervising staff, and implementing Greeley Stampede policies and procedures. The Bar Lead is a Bartender and Supervisor who supervises one bar location and reports all bartender needs to the Bar Manager Team.

### Support and Assist the Beverage Management Team:

- Assist with all Beverage Operations
- Assist with hiring, training, and supervising all bar staff
  - Must attend a minimum of one Alcohol Awareness Class & must help to execute Responsible Alcohol Service Trainings for bar staff (dates on page 3)
- Attend Bar Lead orientation and Beverage Team meetings (dates on page 3)
- Report directly to Bar Managers and work with them to open, run, and supervise an assigned bar location throughout the event. Bar Leads maintain one location for the entire event, Bar Lead Alternates rotate bar locations according to scheduled days off
- Implement and uphold all Greeley Stampede policies and procedures
- Help to ensure bar location operations run smoothly & efficiently
- Communicate any bar needs and/or obstacles with Bar Manager
- Contact Bar Manager to coordinate & handle:
  - Ice orders
  - Change orders
  - Cash/tip pickups
  - Last Call times
  - Security/ problem customers
- Address complaints, inquiries, conflicts, and questions from customers and staff
- Help manage inventory throughout the event
  - Conduct initial and nightly inventory following proper procedures
- Other responsibilities as needed

### Bartend:

- Welcome customers, read menu items and listen to customers to determine beverage preferences, make recommendations, and take drink orders
- Select and mix ingredients, and serve beverages to customers
- Check identification to ensure customers are the legal age to purchase alcohol
- Adhere to all food safety and quality regulations

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

**Support and Assist Bartenders:**

- Supervise bar staff at assigned bar location(s)
- Assist fellow Bartenders
  - Help to 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 and/or Beverage Manager to handle any conflicts
- Act as a leader/ lead by example
- 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
- Ability to pass a criminal background check
- Must have 2+ years Stampede Bartending Experience
- Must be TiPS or Responsible Alcohol Vendor Certified prior to & during annual Event
- Must have bartender and/or restaurant experience
- Must have extensive knowledge of bartending, serving, and Greeley Stampede
- Must demonstrate consistent leadership skills
- Knowledge of local and state regulations for alcohol service and health code compliance
- Strong understanding of accounting principals
- 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.

**Skills and Qualities:**

- Ability to work efficiently and effectively in a fast-paced environment
- Ability to stay calm and cool under pressure
- Ability to motivate and promote a team environment/ maintain a fun and positive attitude
- Ability and willingness to work outside the normal work day/ work week, and effectively adjust to the "turn-and-burn" nature of the event
- Demonstrated organizational skills and ability to multi-task
- Demonstrated leadership skills
- Excellent problem solving, communication, and customer service skills
- Reliable, ethical, discreet and trustworthy
- Team Player willing to put team interests first

## **GREELEY STAMPEDE BAR LEAD CONTRACT**

To accept this position along with all terms and conditions, please fill out the form below. Make a copy for your records and turn this sheet into the Beverage Manager.

### **Work Schedule:**

- Bar Leads **MUST** be available to work a minimum of nine (9) shifts during Event. Concert nights, Fridays, & Saturdays are mandatory for this position. Some bar locations may have additional requirements.
- Bar Leads will be hourly, non-exempt employees. This position will require flexible scheduling to accommodate peak times, community involvement, and meetings.
- Important Dates:
  - Management & Lead Orientation → June 2
  - Alcohol Awareness Class/Beverage Staff Trainings→ June 4, 7, 9
  - Manager & Lead Pre-Event Meeting → June 20
  - Greeley Stampede Work Day → June 22
  - Big Buckle Ball → June 22\* (sign-up sheet, limited spots)
  - June 23-25→ Final Setup, Stocking, & bar walk-throughs (sign up for time)
  - June 24→ Cash Handling Meeting \*subject to change
  - June 26-July 7 → 102<sup>nd</sup> Annual Greeley Stampede
  - July 8<sup>th</sup> → Clean Up Day (continued July 9-11)

### **Compensation:**

- Hourly pay rate: \$14.42 (non-tipped)
- Tipped hourly pay rate: \$12.50-13.50 + Tip Share \*during park open hours only\* (terms for tip share eligibility)
- Completion Bonus following event (requirements for eligibility)

<u><b>Employee:</b></u>	Pay Rate:
Name _____	
Position _____	
Phone # _____	
Email _____	
Address _____	

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 \_\_\_\_\_