

## 102<sup>nd</sup> ANNUAL GREELEY STAMPEDE BAR MANAGER

### JOB DESCRIPTION



The Greeley Stampede Bar Managers are a vital key to the success of the Stampede Beverage Program. A team of five bar managers will support the Beverage Manager by assisting with all beverage operations in order to meet the goals and objectives of the Greeley Stampede.

#### Support and Assist the Beverage Coordinator:

- 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 Manager Orientation and bar manager meetings (dates on page 3)
- Assist with bar planning, setup, and stocking prior to event
- Implement and uphold all Greeley Stampede policies and procedures
- Assist with daily employee check-in, pre-shift meeting, and delegating bar assignments
- Manage bar staff and assist with bar assignments
- Deliver tools and necessities to each assigned bar (Cash drawer money, ice, wrist bands, bar crates, towels, fruit, etc.)
- Address complaints, inquiries, conflicts, and questions from customers and staff
- Help manage inventory throughout the event: conduct counts/ use online form to track
- Utilize the online order form to place orders for product deliveries. Orders must be placed before the deadline for delivery the next day
- Assist with event clean up (dates on page 3)
- Other responsibilities as needed

#### Support and Assist Bar Lead Team & fellow Bar Managers:

- Bar Managers must have sufficient bartending skills and be able to assist bar staff with any and all duties assigned to bartenders
- Bar Managers will coordinate breaks for Bar Leads during each shift
  - Bar Managers must effectively cover Bar Lead's role during breaks by bartending & handling 100% of the Bar Lead duties during that time
- Ability to Bar Back/assist bar staff as needed/ bartend whenever necessary
- Work with fellow bar managers and Beverage Manager to allow for breaks for managers
- Work as a team with fellow bar managers to ensure all bars are set up for success each shift and maintained throughout the entire event; Assume responsibility of all bars in the park at any given time to ensure shared knowledge and success
- Other responsibilities as needed

### **Money Procedures:**

- Bar Managers **must** attend a Cash Handling meeting with Stampede CEO, Beverage Manager, Accountant, and Head of Security (date on page 3)
- Follow all Greeley Stampede Beverage Cash Money Procedures at all times in accordance with the Greeley Stampede Cash Procedure Manual
- Become aware of all cash money procedures as they may vary annually and/or according to type of events in the park
- Work with Stampede Security to distribute correct funds to corresponding locations and deliver wrist bands to each bar for registers before bar open. Track any discrepancies and communicate them to the Beverage Manager immediately
- Following cash money procedures; collect tip money according to Tip Blocks and coordinate with security for pickup/drops
- Following cash money procedures, collect cash register money as needed throughout the event to keep drawers operating smoothly and limit the excess of cash money in bars. Place all contents into sealable cash bags, label clearly and accurately, complete the appropriate form with a witness signature, and drop into safes to be picked up by security at the end of the night

### **Requirements & Qualifications:**

- Must be at least 21 years of age
- Must have 3+ years Stampede Bartending Experience
- Must be TiPS or Responsible Alcohol Vendor Certified prior to & during annual Event
- Must dress and act professionally at all times
- Must have bar/restaurant experience—Bartender experience preferred
- Management experience preferred
- Ability to pass a criminal background check
- Knowledge of local and state regulations for alcohol service and health code compliance
- Strong understanding of business management & accounting principles
- Physically able to stand, walk, and move for long periods of time, and occasionally carry heavy items in a fast paced, stressful environment
- This position will require frequent standing, walking, moving, with 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 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 and promote a team environment/ maintain a fun and positive attitude
- Demonstrated organizational skills and ability to multi-task
- Excellent problem solving, communication, and customer service skills
- Reliable, ethical, discreet and trustworthy
- Team player willing to put the team interests first

## **GREELEY STAMPEDE BAR MANAGER 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 Managers are seasonal hourly, non-exempt employees. The bar manager position will require flexible scheduling to accommodate peak times, community involvement, meetings and trainings.
- Bar Managers **MUST** be available to work a minimum of ten (10+) shifts during Event. Weekend dates, July 4<sup>th</sup> and all concert nights are mandatory for this position.
- 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: \$14.50-\$15.50 (terms for tip share eligibility)
- Completion Bonus following event (eligibility requirements)

<b><u>Employee:</u></b>	<b>Pay Rate:</b>
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 and the Beverage Program.

*For Office Use*

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

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