



<b>Job Title: Bartender</b>	<b>Venue: Yakima Fair Grounds and SunDome</b>
<b>Company: Spectra Food and Hospitality</b>	<b>Department: Catering</b>
<b>Reports To: General Manager</b>	<b>Supervises People (Y or N):</b>
<b>Exempt or Non-exempt: Hourly Part Time</b>	<b>Number of Direct Reports:</b>

**Job Summary:**

The Bartender is responsible for serving guests alcoholic and non-alcoholic beverages during events while ensuring all policies and procedures regarding alcohol dispensing are followed.

The employee must maintain excellent attendance and be available to work events as scheduled per business need.

**Essential Job Functions:**

- Responsible for serving alcoholic drinks to guests following standard recipes and policies and procedures.
- Responsible for completing an accurate opening and closing inventory of product.
- Assures that the location equipment is operable and clean prior to start of event.
- Responsible for arranging bottles to make an attractive display behind the bar.
- Responsible for checking identification of guests in order to verify age requirements for purchase of alcohol.
- Maintain cleanliness of bar and surrounding areas utilizing sanitation procedures.
- Responsible for collecting payment and reconciling change fund at end of event.
- Responsible for recognizing guests that are visibly intoxicated and taking action to cut off alcohol to such individuals.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.

**Knowledge, Skills and Abilities:**

- Ability to work in a team-oriented, fast-paced, event-driven environment.
- Ability to communicate with employees, co-workers, management staff and guest in a clear, business-like and respectful manner which focuses on generating a positive enthusiastic and cooperative work environment.
- Possess valid food handling certificate and alcohol service permit if required by state and federal regulations.
- Ability to handle cash accurately and responsibly.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to speak, read and write in English.

**Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

Signature \_\_\_\_\_ Initial \_\_\_\_\_ Manager \_\_\_\_\_