



Career Position Description

Title: BARTENDER

Reports to: Restaurant Manager

Summary of Position:

Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests.

Duties & Responsibilities:

- Take beverage orders from guests and servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Restaurant's standard drink recipes.
- Learns the names and personally recognize our regulars.
- Record drink orders accurately and immediately after receipt into the register system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware.
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons.
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Present drink menus, make recommendations and answer questions regarding beverages.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Receive and serve food orders to guests seated at the bar.
- Report all equipment problems and bar maintenance issues to restaurant manager.
- Assist the restocking and replenishment of bar inventory and supplies.



- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- General cleaning duties.
- Other restaurant tasks as required by management or leadership.

Qualifications:

- Be at least 21 years of age.
- Be able to communicate clearly and effectively.
- Possess strong organizational and multi-tasking skills.
- Ability to work well with others.
- Have working knowledge of beer, wine and liquor and common drink recipes.
- Possess basic math skills and have the ability to handle money and operate a cash register or POS system.
- Be able to work in a standing position for long periods of time.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Must have exceptional hygiene and grooming habits.

The statements contained herein reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the general scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load, gain additional experience to further the individual's professional development.

Equal Opportunity Employer

It is Bill's By The Beach's policy to recruit, hire, train, and promote in all job titles without regard to race, color, religion, sex, gender, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.