



**Title: Bartender (Part-Time)**  
**Company: Spectra Venue Management**  
**Location: Donald L. Tucker Civic Center**  
**Department: Food & Beverage**  
**Reports To: Concessions Manager**  
**Status: Part-Time**

## Overview

The bartender is responsible for the service of all beverages, both alcoholic and non-alcoholic. They must be personable, professional and able to work in an ever changing fast-paced environment. The employee must maintain excellent attendance and be available to work events as scheduled per business need.

## Responsibilities

- Must demonstrate ability to meet the company standard for excellent in the areas of guest service, interaction with co-workers and uniform standards.
- Follow the bar pre-shift notes and bar menus and provide service as described.
- Serve alcoholic beverages following all proper procedures for serving alcoholic drinks including state/federal regulations pertaining to the distribution of alcohol.
- Responsible to learn or have knowledge of various beer, wine varieties & spirits available, and be able to learn to suggestively upsell products to guests.
- Must pour drinks responsibly in accordance with company standards for serving size.
- Must check guest's ID in accordance with state/federal regulations to verify minimum age requirement for the purchase of alcoholic beverages.
- Must communicate a cut-off to a guest as required.
- Listening and responding to any customer requests or concerns.
- Bartenders are expected to de-escalate intoxicated guest situations. If a guest becomes confrontational, belligerent, or uses extreme profanity, the bartender may contact management or security as required.
- Contact a management member if he/she is unable to resolve or make a decision beyond the scope of standard decision-making.
- Request additional product or restock product as required
- Ability to handle cash accurately is required. Employee is responsible for issued bank at his/her bar.
- Maintains clean and sanitary work station at all times. Ensures bar equipment is clean & well maintained.
- Other duties as assigned such as set-up and breakdown of bar equipment as required and assisting with organization of the cooler

## Qualifications

- Six months or more experience bartending or bartending school preferred.
- Accurate cash handling skills.
- Ability to prioritize tasks in a fast-paced environment.
- Ability to be self-directed while working in a team-oriented environment.
- Excellent interpersonal and communication skills.
- Ability to work a flexible schedule including nights, weekends and long hours.

**Spectra is an Equal Opportunity Employment Employer**