



HURST CONFERENCE CENTER

VenuWorks of Hurst, LLC

Bartender

Job Description

Job Title: Bartender
Department: Food & Beverage
Reports To: F&B General Manager/Executive Chef
FLSA Status: Hourly, Part time
Prepared By: CWN
Prepared Date:
Approved By:

SUMMARY

The Bartender is responsible for the serving and selling of alcoholic and non-alcoholic beverages to guests, for both hosted and cash bars.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

1. Prepares needed setups for bars
2. Takes orders from customers or servers
3. Ability to check I.D. on any guest ordering alcohol who look 35 years or younger
4. Responds to guest in a professional manner if you are unable to serve them alcohol when you judge that they are intoxicated or unable to obtain alcohol purchase
5. Records the usage of product (when necessary) for each service
6. Mixes ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks
7. Serves wine and draught or bottled beer
8. Replenishes bar snacks such as chips, pretzels, and nuts
9. Maintains inventory of the individual bar. This includes counting cups, bottles and bottled liquor
10. Cash sales and cash handling for cash bars
11. Removal of setups after the bar is closed, to include proper storage of these items
12. Assists in the set-up and breakdown of bar equipment as needed
13. Serves or sells non-alcoholic or alcoholic beverages

14. Maintains a pleasant attitude while on duty
15. Inventories all items at both opening and closing of the bar
16. Calculates cash at the end of the shift and returns the bank to the money room clerk or manager on duty

QUALIFICATIONS

To perform this job successfully, an individual must be 21 years of age or older and have knowledge of both non-alcoholic and alcoholic beverages, i.e. mixed cocktails, beer, and wine. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have interpersonal communication and problem solving skills. Must possess dedication to providing the highest level of customer service to our guests. Must have a positive and friendly demeanor.

LANGUAGE SKILLS

Must possess full ability to read, write, speak and understand English.

MATHEMATICAL AND REASONING SKILLS

Ability to quickly add, subtract, multiply, and divide in all units of measure, especially in American currency, using whole numbers, common fractions, and decimals. Reasoning skills include the ability to foresee and plan for service and needs for service to assigned bar and/or areas.

PHYSICAL DEMANDS

The Physical strength required performing assigned tasks. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hand and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

WORK DEMANDS

Able to work flexible schedule including evenings, weekends, and holidays. Must be available to work part time on a regular basis.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to successfully complete local and state certifications as well as complete any certified training to be ServSafe through the National Restaurant Association and be T.I.P.S. Certified through Health Communications of Washington, D.C.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

To apply for this position, please forward a resume and cover letter.

Person and/or address to apply to: Alan Heaton
Business Manager
Hurst Conference Center
1601 Campus Drive
Hurst, TX 76054

E-mail to apply to: aheaton@hurstcc.com

Deadline Date for Applications: Friday, June 3, 2011