

Jamestown Brewing Co Inc.
Job Description

Job Title: Bar Back

Department: Restaurant

Reports To: Head Bartender/General Manager

FLSA Status: Non-Exempt

Summary: Assists the bartender by performing the following duties

Duties and Responsibilities include the following. Other duties may be assigned.

1. Assists bartender with bartending functions including cleaning, scrubbing mats, mixing alcoholic beverages, and getting drinks for the bartender.*
2. Stocks refrigerating units.*
3. Maintains a clean bar at all times by wiping bar regularly, disposing of debris, disposing bottles, filling ice bins, and washing glasses behind the bar as needed.*
4. Performs closing functions including turning off television and assisting in dishwashing.*
5. Assists in the maintenance of equipment includes lubing beverage machines, cleaning floor mats, and beverage coolers.*
6. Assists in the maintenance of equipment includes lubing beverage machines, cleaning floor mats, and beverage coolers.*
7. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

High school diploma or general education degree (GED); or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Conflict management skills
- Time management skills
- Strong oral communication skills
- Ability to objectively evaluate any situation

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment:

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

The noise level in the work environment is usually loud.