

Jamestown Brewing Co Inc.
Job Description

Job Title: Bartender

Reports To: Restaurant

Reports To: Head Bar Manager

FLSA Status: Non-Exempt

Summary: Prepares and serves cocktails, serves food items in the bar area, and handles currency transactions by performing the following duties.

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

1. Greets and serves customers in a professional and timely manner.*
2. Prepares alcoholic, non-alcoholic, and other beverages for customers and servers in accordance with standard recipes.*
3. Prepares all condiments to garnish drink orders.*
4. Answers telephone in a professional manner, takes reservations, takes orders to go, and answers customer inquiries.*
5. Enters orders to go into computer and prints receipt.*
6. Prepares to go items necessary to fill order along with condiments, other food items, and utensils.*
7. Takes food orders and enters them into computer.*
8. Applies knowledge of the full menu, beverages, and other restaurant information such as restaurant hours and types of payment.*
9. Maintains a clean bar at all times by wiping bar regularly, disposing of debris, bottles, and washing glasses behind the bar as needed. *
10. Checks and maintains stock of glassware, beverages, and bar supplies.*
11. Communicates shortages to appropriate person.*
12. Assists with answering the telephone and taking messages to give to the proper personnel when time allows.*
13. Records currency transactions accurately on computer and tenders proper change.*
14. Processes charge transaction through charge transmittal machine.*

15. Prints, reviews, and submits a daily charge report to the manager.*
16. Completes all assigned opening and closing duties to prepare the bar for efficient operation.*
17. Communicates health violations, safety concerns, and violations immediately to management.*
18. Complies with state regulations, verifying ids, and discontinuing service to intoxicated guests.*
19. 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, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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.

Computer Skills:

To perform this job successfully, an individual should have knowledge of point of sale software / tablets.

Education/Experience:

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Conflict management skills
- Time management skills
- Strong oral and written 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.