



FULL TIME BARTENDER

The City of Silver Bay is accepting applications for the position of Full-Time Bartender at the municipal liquor store. The primary function of this position is to assist in the operations as directed by Liquor Store Manager, prepare and serve alcoholic and non-alcoholic drinks for patrons, collect money for drinks and food served, handle retail sales of municipal off-sale, stock shelves, order supplies, and provide good customer service. The qualified candidate should have good communication skills, perform work of a repetitive nature where judgment is required, work by oneself, be able to operate a cash register and computers, and be available for evenings, weekends, and holidays as needed. This is a full-time union position with competitive wages and benefits. The 2021 full pay rate is \$19.43 - \$24.28/hour, depending upon qualifications and experience, with full pay rate achievable within one year. The 2022 full pay rate is \$24.78/hour. Applications and full job description with qualifications is available upon request at City Hall, 7 Davis Drive, Silver Bay, MN 55614. Please return applications to the City Administrator by 4:00pm on Friday, September 10, 2021; however, applications will be accepted until position is filled. Resumes are considered a supplement to the city application. EEOE/AA



FULL-TIME BARTENDER

Primary Function: Assists in the operation of municipal liquor store as directed by the Liquor Store Manager. Prepares and serves alcoholic and non-alcoholic drinks for patrons, collects money for drinks served, handles retail sales of municipal off-sale, stock shelves, order supplies, and provides good customer service.

Tools and Equipment: Bar, stock, glasses, ice machine, refrigerators, mixes, blenders, cash registers, pizza oven, pool table, computer, scanner, etc.

Materials: Liquor, beer, beverages, food, cleaners, solvents, disinfectants, towels, etc.

Source of Supervision: Liquor Store Manager

Direction Exercised: Part-time bartenders

Working Procedure

1. Stocks bar, makes transfers of stock to off-sale and on-sale, stock beer in coolers, and record all transfers of stock for inventory purposes. Replaces other stock items such as candy, chips, etc. Changes CO2 tanks for the tap beer and pop system.
2. Mixes alcoholic beverages, serve beer, warms pizza and sandwiches, and serves other miscellaneous snack items as ordered by the customer.
3. Collects money, place in cash register, sell gift certificates, make bank deposits, and buys change and currency as needed.
4. Ensures effective handling of customers and complaints, proper checking of customer identification. Handle difficult customers or those who have had excessive drinks by refusing to serve drinks or by contacting police. Inform manager of any issues.
5. Wash glasses and maintain bar area in a clean and sanitary manner.
6. Maintain supplies in lavatories and keep area in clean and orderly condition.
7. Checks in orders, inputs invoices into computer, and places liquor and beer orders occasionally. Notifies manager of items in short supply and generally assists manager in the operation of both on-sale and off-sale departments.
8. Checks premise at closing time and locks doors. Clears tills and credit card machine.
9. Clear ATM and fill with currency.
10. Make Minnesota State Lottery deposits, replace ticket games, and maintain lottery machine.
11. Prices all products in conformance with City policies, ensures the products are shelved and properly marked and the prices are changed where appropriate.
12. Shovels sidewalks as necessary.
13. Must be available to work nights, weekends, and holidays when needed.

Desired Minimum Qualifications

1. This job requires considerable ability to relate and communicate effectively and courteously with the public and other employees.
2. This job requires the mentality to perform work of a repetitive nature where judgement is required.
3. This job requires ability to work by oneself without supervision.
4. This job requires skills and experience in operation of cash register and computer.
5. Must exercise good personal and public hygiene and health standards associated with the serving of food and liquid refreshments.

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 frequently required to use hands to handle, feel, or operate objects, and to reach with hands and arms. The employee is required to spend most of the working time standing on his/her feet and conversing with customers. The employee is occasionally required to lift up to 50 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. While performing the duties of this job, the employee is usually indoors and the environment may be noisy from conversation, television, and music.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.