



## HEAD PART-TIME BARTENDER

Primary Function: Prepares and serves alcoholic and non-alcoholic drinks for patrons of the municipal on-sale liquor store. Collects money for drinks and food served. May order or requisition supplies. Handles retail sales at the municipal off-sale liquor store. Stock shelves and perform related duties in the store. Assists customers in locating and purchasing merchandise.

Tools and Equipment: Bar, stock, glasses, ice machine, refrigerators, mixes, blenders, Point of Sale System, fryer, 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:

### Working Procedure

1. Receives instructions from Liquor Store Manager.
2. Stocks bar, makes transfers of stock to off-sale and on-sale and records them. Stocks beer in coolers and records. Replaces other stock such as candy, chips, etc. Changes tanks.
3. Mixes alcoholic beverages and serves. Serves beer, collects monies and places in cash register. Washes glasses.
4. Prepares and serves fryer foods, pizza's, etc.
5. Handles behavior problems, checks patrons' I.D.'s, may refuse drinks to customers and in case of trouble, calls police. Inform manager.
6. Notifies manager of items in short supply and generally assists manager in the operation of both on-sale and off-sale departments.
7. Checks premise at closing time and locks doors. Clears tills and credit card machine.
8. Maintains supplies in lavatories. Keeps area in clean and orderly condition.
9. Checks in orders.
10. Makes bank deposits and buys change and currency as needed.
11. Ensures effective handling of customers and complaints, proper checking of identification and handling of difficult customers or those who have had excessive drinks.
12. Shovels sidewalks as necessary.
13. This is a scheduled position based on the needs of the Liquor Store.
14. Other duties as assigned.

### Desired Minimum Qualifications

1. This job requires the mentality to perform work of a repetitive nature where judgement is required.
2. This job requires ability to work by oneself without supervision and be able to manage high volumes of customers.
3. This job requires considerable ability to relate and communicate effectively and courteously with the public and other employees.
4. This job requires skills and experience in operation of a Point-of-Sale system with ability accurately handle cash and use credit card system.
5. Must exercise good personal and public hygiene and health standards associated with the serving of food and liquid refreshments.
6. Ability and Willingness to learn new products and beverages.

### 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.