

Job Description

Title: BARTENDER / RESTAURANT LEAD

Reports to: F&B Manager

Rate of pay: \$9.00 plus tips

Summary of Position:

Under the direction of the F&B Manager, set an example of top quality service while assuming full responsibility for shift management in the absence of the F&B manager. Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests.

Duties & Responsibilities:

Opening

- Assure that opening checklist is completed and that the restaurant is prepared for opening.
- In the absence of a host, review reservations, establish a floor map for smooth seating, and assign server sections.
- Assure staff is aware of food and beverage specials

During Shift

- Analyze labor needs as the shift progresses and promptly send excess servers or bussers home as needed.
- Observe customers as they enter the restaurant and assure they are greeted promptly and properly and seated in a friendly manner.
- Monitor and observe guests dining experience. Ensure guests are satisfied with the food and service. Respond promptly and courteously to any requests or problems.
- Be available to fill in as needed to ensure the smooth operation of the restaurant
- Take beverage orders from guests and servers.
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the Restaurant's standard drink recipes.

Closing

- Complete closing checklist
- Check servers out and account for their cash drop and paperwork.
- At end of day make sure restaurant lights are out and building is locked & secure.
- Drop cash in the end shift drop box.

General

- Assist in inventory procedures
- On occasion, sit in on interviews
- Assist in training
- Report any observed personnel or guest issues to Manager
- Report any maintenance items to Manager and Guest Services
- Maintain and update list of needed supplies
- Assist in staff meetings
- Keep open communication and assure harmonious relations between FoH, BoH and hotel staff.

Bartender duties

- Present drink menus, make recommendations and answer questions regarding beverages.
- Up sell drink specials and food items as directed by management.
- Learn the names of patrons and personally recognize our regulars.
- Record drink orders accurately and immediately into the Point of Sale system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware.
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons.
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Receive and serve food orders to guests seated at the bar.
- Report all equipment problems and bar maintenance issues to restaurant manager.
- Assist the restocking and replenishment of bar inventory and supplies.

- Complete all side-work duties
- Wash glasses and dishes in the absence of the dishwasher and/or as directed by the manager
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.

Qualifications:

- Outgoing personality, positive attitude and strong communication skills.
- Open to trying new food and drinks.
- Sound judgment and solid leadership skills and experience.
- Strong knowledge of restaurant operations, service procedures and function.
- Be 21 years of age.
- Be able to communicate and understand the predominant language(s) of our guests.
- Have working knowledge of beer, wine and liquor and common drink recipes.
- Possess basic math skills and have the ability to handle money and operate a cash register.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- Punctuality and regular and reliable attendance.
- Honesty and Integrity