Concessions Bartender

Part Time

Hourly - Non-exempt

Position Reports to:

House Coordinator & Director of Performing Arts Operations

Position Summary:

This position is responsible for preparing and selling alcoholic beverages and concession items before performances, during intermissions and at times, at post performance events.

Examples of Duties Performed:

Duties may include, but are not limited to the following:

- Sale of alcoholic and non-alcoholic beverages and concession items before performances, during intermissions and at times, at post performances.
- Understand and ensure State and Federal alcohol serving policies are followed.
- Ensure all sanitation procedures are followed relating to all state and local regulations as well as OHSA requirements.
- Ability to provide excellent customer service skills while working in a very fast paced environment.
- Proper cash counting and making change with little or no error in a very fast paced environment.
- Pour sodas, beer, wine, bottled water and other beverages.
- Make espresso using the espresso machine.
- Make coffee using a coffee machine.
- Stock items as necessary.
- Operate heavy espresso machinery utilizing safety and OSHA regulations.
- Proper setup and breakdown procedures of workstations.
- Proper handling of daily in and out sheets.
- Responsible for maintaining and balancing individual cash banks.
- Follow all designated opening and closing procedures to ensure areas are secure, energy efficient, and sanitary.
- Assure the proper handling and cleaning of all equipment.
- Perform any other requests as assigned by manager.

Qualifications:

- Must be of legal age to prepare, sell and serve alcoholic beverages.
- Must possess strong cash handling skills with the ability to count correct change.
- Excellent customer service, interpersonal and communication skills. A great attitude and a smiling face is a must!

- Must be able to work independently with little or no supervision.
- Ability to work well with co-workers, volunteers and all levels of staff.
- Minimum 6-12 months former customer service-related work preferred.
- Light sales experience a plus, but not necessary.

Compensation:
$8/hour + Tips

Work Schedule:

Employees will be required to work a flexible schedule based on performances and other Center events. Shifts may include days, evenings, weekdays, weekends, and holidays, with the ability to work long hours and/or overtime as necessary.

Benefits:
As a Part Time employee, this position is eligible to receive complimentary tickets to Performing Arts performances as described in the Center's Policies and Procedures Handbook.

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 occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Work Environment:
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate and at times may be high.

2/2011