

POSITION TITLE:	Bartender	POS. NO:	3055
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Recreation Services

POSITION FUNCTION

Serve beverages and snacks in bar and lounge areas.

KEY DUTIES

Serve alcoholic and non-alcoholic beverages and snack foods to patrons; set up and clean bar and lounge areas; stock liquor dispensers and beer fridge; replace beer kegs.

Operate bar and lounge within Liquor Control and Municipal guidelines; refuse service to intoxicated and disorderly patrons and to minors; decide if bar should be closed if business is slow.

Operate cash register; prepare deposit slips for cash floats and receipts.

Perform related duties where qualified.

INDEPENDENCE

Work is assigned by supervisor.

Work is reviewed while in progress by supervisor.

Problems such as drunk or disorderly patrons refusing to leave, minors continuously trying to enter bar and accidents are referred to supervisor.

WORKING CONDITIONS

Physical effort:

Lift and move heavy supplies. (occasional)

Mental effort:

Deal with unruly customers, complaints and negative comments; occasional multiple requests for service during rush periods. (rare)

Visual/auditory effort:

Normal.

Work environment:

Bar, lounge.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.
Deal with the public in a courteous and tactful manner.
Understand and discuss job related matters.
Complete forms accurately.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

Partial High School.
Bartenders Course. (4 months)
Serving it Right Certificate.

Experience:

Up to 3 years of related experience, or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities; varied, depending on qualifications.
May be requested to substitute in a more senior position.