



Job Description

Department: Arts and Culture

Classification: Non-Exempt

Job Title: Bartender

Reports to: Event Coordinator, Supervisor or Director

Date job description last updated: September 2022

GENERAL DESCRIPTION OF DUTIES:

The purpose of this position is to serve liquor to our event guests in a professional, responsible manner and ensuring they have a great experience when attending an event at the SteamPlant, Scout Hut or Riverside Park. Bartenders are responsible for positive guest interactions while accurately mixing and serving beverages in a friendly and efficient manner. At all times, bartenders are expected to provide guests with responsible alcohol service while delivering exceptional customer service.

REPORTING RELATIONSHIPS:

Will work under the supervision of different members of the Arts and Culture department management team.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Work as a team with all Arts and Culture personnel in order to maintain an effective atmosphere and an efficient beverage service.
- Work with others to keep all areas cleaned and stocked at all times.
- Mix, garnish and serve alcoholic and non-alcoholic drinks for patrons of bar and dining room following standard measuring practices.
- Collect money from guests for drinks served and make change.
- Setup bar prior to each event with beverages/glasses/napkins/garnishes/etc. Arranging bottles and glasses to maintain an attractive display.
- Check IDs of patrons to ensure service only to those 21 years of age or older.
- Monitor number of drinks guests are served. Appropriately suspend service to anyone who shows visible signs of intoxication. Do not hesitate to ask for management intervention if necessary.
- Breaking down bar after each event. Putting away all beverages/glasses/napkins/garnishes/etc and wiping down bar/keg-a-rater/tables.
- Other duties as directed

EDUCATION AND EXPERIENCE:

High school education or equivalent completed; two years work experience plus minimum certification requirement (if applicable) for the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Liquor Server Training—MUST take this class at the first opportunity—it is offered in Salida, CO.
- Basic mathematical skills, handle money and give correct change.
- Basic reading skills.
- Basic knowledge of beer, wine and spirits, and be familiar with standard drink recipes.
- Excellent communication skills.
- Organizational skills
- Multi-task oriented.
- Knowledge of workplace safety procedures

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

- Walks and stands during entire shift.
- Continuously reach, bend, lift, carry, stoop and clean.
- Remain stationary for long periods of time.
- Frequent washing of hands.
- Be able to lift up to 35 lbs.
- Hazards may include, but are not limited to, slipping and tripping.
- Must be of legal age to serve liquor according to state law.