



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Bartender	COMPANY: SMG
DEPARTMENT: Food & Beverage	FACILITY: Sands Bethlehem Event Center
REPORTS TO: Premium Services Manager & Director of Food and Beverage	FLSA: Hourly/Non-Exempt

POSITION SUMMARY:

This position is responsible for providing high quality customer service during all events where alcohol is served and accurate accounting of all transactions, including inventory.

POSITION RESPONSIBILITIES:

- Sets up and services individual bar or beverage locations
- Enforces all liquor laws, most importantly checking for proper ID and adhering to service limits
- Verifies and accounts for all liquor inventory
- Properly handles cash and inventory sheets
- Maintains proper sanitation of work area
- Follows proper safety practices in the work area
- Provides pleasant and efficient service to customers
- Performs other tasks as assigned

WORK CONTACTS:

Event day contact with the Premium Services Manager and all other food and beverage and Arena employees.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

PHYSICAL EFFORT:

This position requires stooping, lifting of up to 30 lbs, pushing and pulling. Substantial walking and ability to stand for extended periods of time is required.

WORKING CONDITIONS:

Works throughout the facility.

QUALIFICATIONS:

- Must be at least 21 years of age
- Must be TIPS and/or RAMP certified
- Must possess a working knowledge of bar operations and mixing drinks
- Must possess the ability to be able to take direction and effectively perform the required work
- Must possess sufficient math skills to accurately count inventory and handle money; must pass a Consumer Report background check
- Must possess basic working knowledge of a cash register and cash handling procedures
- Must possess excellent customer service skills and enjoy working with the public
- Must possess the ability to work hours as dictated by events
- Must possess the ability to work a flexible schedule to include days, nights, weekends, and holidays, work independently and as part of a team, and have reliable transportation
- Must possess the ability to read, write, and communicate effectively in English
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

**SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRA Federal Contractor
Applicants that need reasonable accommodations to complete the application process may contact Joshua Rogers at 610-297-7401.**