



BARTENDER JOB DESCRIPTION

Our Bartender team members would be responsible for greeting customers as they walk in the door with a friendly smile. They will be playing an important role in guest satisfaction at *foundry 45*.

DUTIES AND RESPONSIBILITIES:

- Welcoming customers with a smile and learning their drink preference
- Checking identification to ensure customers are the legal age to purchase alcohol
- Providing a list of drink specials
- Preparing and serving drink orders
- Providing menus and information to the customers and letting them know the daily food specials
- Taking customer food orders if a waiter/waitress isn't staffed
- Serving orders with a friendly/pleasant disposition
- Checking in with customers to find out if they are happy with their service and meal
- Handling cash and credit cards transactions ensuring charges are accurate and returning correct change to customers
- Maintaining a clean work and dining area by removing trash, cleaning tables, washing glasses, utensils, and equipment
- Developing new cocktail recipes
- Checking ID's before serving any alcoholic beverage to anyone under the age of 21
- Following the Open/Close to do list created by the Bar Manager
- Additional responsibilities or duties as assigned by a manager

SKILLS AND QUALIFICATIONS REQUIRED:

- Excellent communication and interpersonal skills
- Highly motivated and responsible
- An out-going, people-orientated and fun personality
- Fantastic customer service skills and high expectations for quality
- Enthusiasm and lots of energy
- Strong work ethic and can multitask
- Flexible work hours
- Basic math and computer skills
- Eye for detail and understanding of drink mixing tools and techniques

EDUCATION, EXPERIENCE & LICENSING REQUIREMENTS:

- Meets minimum age to serve alcohol
- Availability to work nights, weekends, and holidays
- Prior experience working in a bar, restaurant, or event venue is a plus

Employee Signature

Date