



JOB DESCRIPTION

JOB TITLE: Bartender

REPORTS TO: Bar Supervisor

STATUS: Part-time on call as needed

JOB SUMMARY:

Bartenders are responsible for positive guest interactions while serving alcoholic and non-alcoholic beverages in a friendly and efficient manner. They are responsible for serving products per applicable law and limiting excessive drinking and underage drinking. At all times, bartenders are expected to be attentive to the needs of guests while making them feel welcome. Bartenders will ensure proper and timely set-up, execution and breakdown of bars.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Implement proper cash controls.
- Operate a cash register and credit card machine.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may bar stations, record and control inventory, utilize portion control in accordance with Exposerve standards, pack up and maintain bar related equipment.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Enforce proper ID checks for all guests.
- Understand signs that a guest may be over served. Report to manager and do not serve guests.

REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate.
- Previous serving experience preferred.
- Food handler certificate from the Tulsa Health Department
- Current liquor license for the State of Oklahoma.

- Must be of legal age limit with respect to serving alcoholic beverages
- Ability to work flexible hours including daytime, evening, weekends, and holidays

PYSICAL/MENTAL REQUIRMENTS:

- Physical ability to perform tasks that may require prolonged standing, stooping, and walking.
- Must be able to regularly lift up to 25 pounds and occasional lift to 50 pounds
- Working conditions are diverse including indoor and outdoor events.
- Must be able to work extended hours whenever required by job responsibilities or requested by management. Must be capable of regular and reliable attendance.

UNIFORM REQUIREMENTS:

- Long sleeve button down dress shirt
- Black tie
- Black socks or stockings
- Black dress pants (Polyester)
- Name Tag – left chest.
- Black belt with no ornamental accessories
- Black, clean neat and polished slip resistant shoe
- Hair tied back at all times.
- Earrings must be in both ears or none at all. No larger than small hoops
- No visible tattoos or body piercings other than approved earrings.
- No facial hair or must be neatly groomed.
- For more detail please see the EXPOSERVE Catering Grooming and Uniform Standards Policy sheet.