

Title:	Bartender
Reports To:	General Manager of Charley Creek Inn
FLSA Status:	Nonexempt: Full-Time, Hourly

Overview:

The Bartender is responsible for the setup, preparation, service, and cleanup of alcoholic beverages, including wine, beer, and mixed drinks. This role delivers a high-quality guest experience by providing prompt, courteous, and knowledgeable service while maintaining a clean, organized, and well-stocked bar area in accordance with all safety and alcohol service standards.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Follows the bartender opening and closing procedures and checklist.
- Responds promptly and courteously to any requests. Assures that efficient, effective, courteous service is rendered at all times.
- Check identification of customers in order to verify age requirements for the purchase of alcohol.
- Follows ATC (Alcohol and Tobacco Commission) serving guidelines. Takes appropriate steps to reduce risks related to customers' excessive alcohol consumption, including refusing service when necessary and assisting with safe transportation options.
- Responsible for managing cash drawers, processing guest payments, and securing change as needed before and during shifts.
- Maintains a clean and organized bar area, including utensils and equipment, in accordance with sanitation standards.
- Maintains a valid alcohol permit and carries it while bartending, as required.
- Monitors inventory levels and requests additional alcohol and supplies as needed.
- Performs other tasks as assigned by the General Manager of Charley Creek Inn.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High school equivalent is preferred but not necessary. Bartending experience is required.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Constant walking and standing; frequent bending, stooping, and reaching.
- Occasionally move/transport food service items and small kitchen equipment weighing up to 50 pounds with the ability to push or pull more than 50 pounds.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing and dexterity.

Other Requirements

Position requires evening and weekend hours.