
 Job Description	Bartender I Page 1 of 2
DEPARTMENT: Food and Beverage	REPORTS TO: Food and Beverage Manager

Summary

Takes orders and drink selections from guests and employees and servers. Prepares charge tickets for and receives cash and credit card payments from guests and employees. Serves orders when they are ready and occasionally serves orders at tables, and or assists other servers when there are large parties or special events. Also takes orders for food at the bar and passes them through to the counter person in the kitchen. Prepares all items needed for service, from slicing lemons or other fruits to serving complementary non-alcoholic beverages. Prepares the drink menu and develops special drinks for occasions, holidays, and seasonal gatherings. Coordinates purchasing, receiving and stocking of products.

Principal Activities & Responsibilities

- ❖ Responsible for timeliness and accuracy in processing guest orders.
- ❖ Provides friendly and efficient service to guests.
- ❖ Enters orders and prepares charge tickets efficiently and accurately.
- ❖ Maintains a clean and safe counter and working area, while practicing safe food handling, infection, and disease control.
- ❖ Responsible for preparing high quality beverages, while ensuring timeliness in delivery to casino guests and employees.
- ❖ Ensures that drinks and beverages are prepared safely and that beverage component storage and handling procedures are followed in accordance with departmental policies and procedures and applicable health standards.
- ❖ Ensures that wine products are properly stored to preserve freshness and flavor.
- ❖ Cleans stations with soap and sanitizer and ensures that all equipment has been properly shut off when closing down.
- ❖ Cleans bar, counter and beverage equipment, organizes beverage deliveries, rotates stock to preserve freshness, and maintains bar product and supply inventories as directed by the Food and Beverage Manager and/or Lead Bartender.
- ❖ Keeps areas clean and clear of debris.
- ❖ Demonstrates proficiency and accuracy in preparing the right ingredients for the right beverage order in the time necessary to complete the order ready to serve.
- ❖ Interacts effectively and professionally with individuals of diverse backgrounds and/or cultures.
- ❖ Works to ensure guests receive excellent service and an enjoyable experience, while exercising judgment involving safe levels of alcohol consumption.
- ❖ Maintains records of order tickets and cash receipts and assists the Food and Beverage Manager and or Lead Bartender in cash reconciliations for the bar.
- ❖ Provides personable and high quality service to our guests and is cordial to all team members.
- ❖ Monitors inventory and coordinates purchases and receiving of product.
- ❖ Communicates effectively both orally and in writing.
- ❖ Maintains a good attendance record.
- ❖ Other duties as directed by management.

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Level of Authority & Restrictions

Works under the authority of the Food and Beverage Manager and or Lead Bartender and in cooperation with the cook and other team members. Follows departmental policies and procedures and uses initiative to anticipate the needs of other team members, and exercises limited independent decision making authority.

Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to stand for long periods of time for up to eight hours or more.
- ❖ Must be able to move up to 45 pounds.

Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.
- ❖ Must be able to work in areas with moderate to loud noise levels.

Minimum Job Requirements

- ❖ High School diploma or GED.
- ❖ At least 2 years of experience working a full service bar in a well-known establishment that includes a restaurant and/or hotel service operation.
- ❖ Current certification in Public Health safe food handling course and training and certification in bartending are required.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class A gaming license from the Tribal Gaming Commission.

Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975.