



JOB TITLE: Bartender
DEPARTMENT: Food & Beverage
REPORT TO: Food & Beverage Manager
DATE REVISED March 2, 2023
CLASSIFICATION: Non Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

The bartender provides food and beverage service to customers of O'Malley's on the Green during assigned banquet and restaurant shifts. Bartenders mix and serve drinks, assist wait-staff, and operate all equipment behind the bar. Bartenders take customer's orders and deliver meals and drinks to guests seated in the bar area. In addition they help maintain order and abide by all state and local liquor laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mix and pour drinks for customers
- Maintain a clean and well stocked work area
- Operate the cash register and credit card machine
- Communicate with other staff regarding needs of customers
- Handle problems that arise in an effective professional manner
- Must have a cheerful and outgoing personality

JOB SPECIFICATIONS:

- Must be 21 years or older
- At least two years experience with customer service in Liquor Industry
- Must have current Training for Alcohol Professional (TAPS Card)
- Must have a current Municipality of Anchorage Food Handler's Card
- Ability to mix drinks and operate bar equipment
- Must be able to stand for long periods and lift 50 lbs.

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- Must comply with applicable sanitation, health and personal hygiene standards