

Bartender

Job Description

Nature

This position is responsible for providing courteous and responsible beverage service in the lounge operations for the corporation.

Scope

Reporting to the Supervisor the incumbent is responsible for providing patrons with rapid and efficient beverage service in the lounge operations.

Responsibilities

- Must know menu items, prices and any specials
- Ensures that all items sold are recorded through cash register system and that proper change is distributed.
- Responsible for maintaining a balanced cash register.
- Be familiar and promote all upcoming events in the lounge
- Serves patrons in an efficient and courteous manner using the lounge steps of service
- Responsible for understanding and adhering to the lounge policy and procedures
- Responsible for monitoring patron behavior and informing Supervisor and floor staff if service is to be discontinued
- Informs Supervisor of any changes to product trends on quality
- Performs daily, weekly and monthly maintenance duties as assigned
- Supports other staff members in their duties as required
- Ensures that bar area is cleaned and that fridges are stocked on an ongoing basis
- Make sure that food and beverages at the bar are properly stored and rotated on a daily basis
- Reports any equipment malfunctions to the Supervisor
- Completes beverage inventory counts as directed
- Enforces and understands AGCO rules and regulations
- Be familiar with all lounge storage areas
- Assist in the receiving and storage of food and beverage inventory
- Mix and serve drinks in an appropriate and courteous manor
- Regular daily cleaning and dusting of the bar area and lounge
- Change trash receptacles on a regular basis and dispose of garbage properly
- Document any incidents or injuries acquired while working in a prompt and responsible fashion in the appropriate Log Book
- Familiarize yourself with all first aid stations, supplies and equipment
- Maintain a high level quality, service and cleanliness always
- Be neat, clean and presentable with proper staff attire when working
- All other assigned duties

Please submit resume and cover letter to:

Kathrin Allgoewer,

Supervisor of Hospitality Services

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