



Job Description and Expectations for Bartender

Position Title: Bartender

Job Summary:

The Bartender is responsible for providing exceptional beverage service at the bar, including the preparation and serving of alcoholic and non-alcoholic drinks, and ensuring a pleasant and efficient bar experience for guests. Bartenders must be adept at upselling premium options, maintaining a clean and organized bar area, and managing portion control strictly.

Key Responsibilities:

1. Beverage Service:

- Prepare and serve alcoholic and non-alcoholic beverages according to recipes and standards.
- Ensure each drink is made accurately and consistently.
- Engage with guests to recommend and upsell premium drink options and specialties.
- Sell bar foods on bar service days, focusing on items suitable for bar consumption. Full meals should be avoided at the bar due to limited space.

2. Upselling:

- Actively upsell premium alcoholic beverages and specialty cocktails.
- Recommend additional items such as high-end liquors, specialty cocktails, and bar snacks.
- Ensure guests are aware of special promotions and menu highlights.

3. Bar Area Maintenance:

- Maintain a clean and organized bar area, ensuring that no personal items are visible.
- Regularly wipe down surfaces, clean spills immediately, and keep the bar stocked with necessary supplies.
- Dispose of trash and recycling promptly.

4. Portion Control and Compliance:

- Follow strict portion control guidelines to ensure accurate drink measurements.
- Be vigilant about preventing overpouring and adhering to standard drink recipes.



- Understand and comply with all legal regulations regarding alcohol service.
- Note that intentional overpouring or giving away alcohol is considered theft and will result in immediate termination.

5. Customer Interaction:

- Provide prompt and friendly service, engaging with guests in a professional manner.
- Handle any guest complaints or issues with courtesy and escalate to management as needed.
- Offer recommendations and information about drinks and bar foods to enhance guest satisfaction.

6. Safety and Sanitation:

- Follow all health and safety guidelines for beverage preparation and service.
- Adhere to proper handwashing procedures, especially after handling raw ingredients or using the restroom.

Expectations:

1. Timeliness and Attendance:

- Arrive on time for all scheduled shifts.
- Provide a minimum of two hours' notice if unable to attend a shift.

2. Work Ethic:

- Maintain high standards of cleanliness and organization.
- Work efficiently and effectively to complete tasks in a timely manner.

3. Professional Conduct:

- Follow all The Tavern's policies and procedures.
- Exhibit a positive attitude and a willingness to help others.

4. Health and Safety:

- Adhere to all health and safety regulations.
- Wash hands regularly, especially after handling food, using the restroom, or touching personal items.



5. Uniform and Appearance:

- Wear The Tavern's uniform, including a polo shirt and appropriate pants.
- Maintain a clean and neat appearance, with hair restrained by a hat, pulled back, or in a hair net.

6. Training and Development:

- Participate in all required training sessions.
- Continuously seek to improve skills and knowledge related to the role.

7. Upselling:

- Master the art of upselling premium alcoholic beverages and specialty cocktails.
- Have a thorough knowledge of all drinks and bar foods to effectively recommend and promote.

Physical Requirements:

- Ability to stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Manual dexterity for mixing and serving drinks.