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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | BARTENDER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The bartender position consists of mixing and serving drinks to patrons, directly or through wait staff. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to give full attention to what other people are saying, to actively look for ways to help people, and to be aware of others' reactions and understanding why they react as they do.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
* Integrity — Job requires being honest and ethical.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons;
* Balance cash receipts;
* Check identification of customers to verify age requirements for purchase of alcohol;
* Clean bars, work areas, and tables;
* Clean glasses, utensils, and bar equipment;
* Collect money for drinks served;
* Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks;
* Serve wine, and bottled or draught beer;
* Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws;
* Take beverage orders from serving staff or directly from patrons.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |