

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Bartender **POSITION NUMBER** 01-0100

**JOB SERIES:** 7405 **PAY LEVEL:** NA-04

**Summary of Duties:** Mixes and serves premixed alcoholic and nonalcoholic beverages from a full service bar. Serves liquor, soda, beer, and wine. Prepares alcoholic drinks by selecting proper premix and garnish. Prepares garnishes for mixed drinks. Receives payment or charges to members account. Makes change and is accountable for cash fund. Assists in taking inventory and maintaining records. Keeps bar area clean and keeps area stocked properly at all times. Washes bar equipment, glassware, and utensils. May perform other sanitation duties within assigned work area as required.

Performs other related duties as required. (Must meet minimum age requirements.)

**Skills and Knowledge:** Ability to read and comprehend the English language and write legibly. Skill in preparing beverages according to name request from guests. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Knowledge of cash handling procedures.

**Responsibility:** Receives general instructions from supervisor. Independently performs duties according to standard operating procedures.

**Physical Effort:** Must walk or stand for prolonged periods of time. Frequent light to moderate lifting of objects weighing up to 20 pounds, and occasionally lifting up to and over 40 pounds. Uses dolly to transport beer kegs.

**Working Conditions:** Works inside with adequate lighting, heat and ventilation. Subject to cuts, bruises and chapped hands.