



SAMPLE JOB DESCRIPTION: BARTENDER

Company: The Bar

Position: Bartender

Reports To: Food and Beverage Manager

Reporting to the Food and Beverage Manager, the Bartender is responsible for providing guests with a range of handcrafted cocktails and beverages. This position plays a key role in creating memorable guest experiences through consistent, timely delivery of bar and beverage service while maintaining a safe and clean workspace in a fast-paced environment.

Duties & Responsibilities

- ✚ Ensure positive guest experiences in which every guest feels important and well attended to, while accurately mixing and serving alcoholic and non-alcoholic beverages.
- ✚ Assist guests in a courteous, prompt and professional manner in all interactions.
- ✚ Follow company standards to ensure that product is of the highest quality in taste and appearance to satisfy guests and maximize bar revenues.
- ✚ Fulfill beverage orders for Servers in a friendly and efficient manner.
- ✚ Participate in and foster positive team relations with Servers, fellow Bartenders, other department teams and management.
- ✚ Follow all Provincial and local guidelines for responsible alcohol service.
- ✚ Prepare and present drinks in a consistent and efficient manner and according to policies and legal requirements.
- ✚ Maintain a clean bar area, ensuring bar top continually wiped, cleaning up spills immediately to avoid slipping hazards.
- ✚ Follow sanitary practices for food handling, general cleanliness, and maintenance of bar areas.
- ✚ Restock bar with beer, liquor, wine, glassware, juices, etc. ensuring proper product rotation.
- ✚ Demonstrate a thorough knowledge of food and beverage products, offerings, menus and promotions.
- ✚ Take initiative and be creative in resolving guest challenges and concerns, raising to a supervisor as necessary.
- ✚ Perform other related duties, tasks and responsibilities as required from time to time.
- ✚ Assist with beverage inventory and reconciliation.

Skills & Qualifications

- ✚ Serve It Right Saskatchewan Certification and age 19 years or older to serve alcohol.
- ✚ Responsible Gaming for VLT Site Operators Required
- ✚ Minimum 1 – 2 years bartending experience is required.
- ✚ FOODSAFE Level 1 certification required
- ✚ Knowledge of beer, wine, and spirits and familiarity with standard drink recipes.
- ✚ Exceptional focus on service excellence and ability to connect easily with guests.
- ✚ Strong team orientation as well as an ability to work independently.
- ✚ Ability to work well in a high-volume, fast-paced environment.
- ✚ Strong communication and interpersonal skills. • High school diploma or equivalent
- ✚ Service Best certification, an asset
- ✚ First Aid Training is an asset

Additional Notes:

- ✚ Scheduling flexibility is required to meet operational needs.
- ✚ Hours may be extended or irregular to include nights, weekends and holidays.
- ✚ Overtime may be required