

BAYFRONT CONVENTION CENTER JOB DESCRIPTION

POSITION: Banquet Bartenders

REPORTS TO: Director of Food & Beverage

POSITION SUMMARY: The Banquet Bartenders serve beverages at cash and hosted bars.

QUALIFICATIONS Previous bartending experience preferred. Excellent math skills. Excellent customer service skills. Must be able to communicate with employees, co-workers, management staff, and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment. Ability to speak, read, and write in English. Team player. Self-motivated. Able to handle difficult customers. Ability to work well in a team-oriented, fast-paced, event driven environment. Must have manual dexterity and motor coordination. May at times have to lift fifty pounds. Continuous standing and walking carrying items. Shifts may include nights, weekends, and holidays.

JOB DESCRIPTION DETAIL

- Sets up bars and accessories including changing CO2 tanks.
- Serves liquor, beer, soda, juice and mixed drinks to customers.
- Maintains a clean work area.
- Accepts payment for customers' orders.
- Provides high quality customer service at all times.
- Maintains cash bar log and other related paperwork.
- Balances cash register at the end of the event.
- Maintains inventory controls
- Breaks down bar and stores supplies at end of the function.
- Implements and maintains ECCCA and BCC policies and procedures.
- Maintains close communication and works cooperatively with Director of Food & Beverage, the rest of the Administrative team and co-workers to ensure consistency of services and the highest quality of operation.

