

Job Description: Bartender
Department: Food and Beverage
Reports to: Bar Supervisor
FLSA Status: Non-Exempt



Position Summary: Our Bartender provides an excellent guest drinking experience. As bartender you are able to create classic and innovative drinks to exceed customers' needs and expectations. You will serve beverages behind the bar at Taps, at catering or similar events at the Fort. While tending bar, this position is responsible for ensuring that guests receive the highest quality of service and keep a well-organized bar and help in maintain strict stock and financial controls. Additionally, this position will maintain high standards of hygiene, health and safety, and ensure and maintain high standards and efficiency of work. The Bartender maintains a thorough knowledge of The Fort and all of its grounds, products and services as well as awareness of other roles and responsibilities throughout the organization. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our guests.

Principal Duties and Responsibilities

- Tend, mix and serve cocktails and other drinks, mainly alcoholic beverages to our customers in a very warm and friendly manner
- Interact with customers, taking orders and serving snacks or menu items in addition to drinks; constantly assessing customer's needs and preferences and make recommendations
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations
- Mix all the different drinks correctly
- Checking the customer's identification to confirm that the customer is of drinking age
- Taking payments from the customers
- Keep the bar well stocked by maintaining the liquor, garnishes and glasses at the bar
- Refuse to serve customers that have had too much to drink
- Call taxi cabs for those that are inebriated
- Keeping records of tabs so in the end they can know how much a customer has had and what is to be paid
- Pour drinks quickly and as per the customer's specifications
- Keep the bar clean and organized
- Fill in for servers if needed
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

Minimum Qualifications

1. 2-3 years of experience in food service or dining experience required
2. 1-2 years of experience bartending, preferred
3. Food Service Card and class Master alcohol permit issued by the State of Washington
4. Demonstrated excellent customer service skills
5. Ability to work any day/shift (evenings, weekends and holiday) and to work on-call as needed
6. First Aid Training and CPR Certification preferred

7. Willingness to maintain a neat, clean and well-groomed appearance in accordance with grooming standards
8. Able to work ten hour-plus shifts plus the ability to stand, sit or walk for extended periods of time
9. Able to grasp, lift and/or carry up to 50 lbs. as needed
10. Finger/hand dexterity to operate kitchen machinery, knives, etc.
11. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
12. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

Knowledge, Skills, and Abilities

1. Knowledge of mixing, garnishing and serving drinks
2. Excellent knowledge of service standards, guest relations and etiquette
3. Computer literacy
4. Positive attitude and excellent communication skills
5. Adept at working quickly and effectively during busy times
6. Willing and able to work evenings, weekends and holidays and flexible work schedules
7. Can work on own as well as part of a team
8. Ability to count change and balance a till
9. Ability to Portion control on a large scale
10. Ability to keep bar organized, stocked and clean
11. Ability to understand verbal and written English sufficient to understand and give verbal job requests from supervisor and guests
12. Ability to lift and be physically active walking, standing and moving event materials and food/beverage weighing up to 25-50 lbs. through a crowded area
13. Ability to work outdoors
14. Ability to perform under pressure effectively for extensive periods of time while maintaining professionalism
15. Clear thinker who can remain calm and resolve problems using good judgment
16. Ability to operate all necessary equipment

Key competencies

Key competencies include staff and time management, give clear and effective direction, verbal acuity and basic math aptitude, organized, customer service orientation, and attention to detail. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.

Employee (Print Name)

Employee Signature

Date

Bartender

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			x		
Walking				x	
Standing				x	
Running	x				
Bending or twisting				x	
Squatting or kneeling			x		
Reaching above shoulder level				x	
Climbing (e.g. ladders)	x				
Driving cars, light duty trucks		x			
Driving heavy duty vehicles					
Repetitive motion of hands/fingers				x	
Grasping with hand, gripping				x	
Lifting/carrying 10-25 pounds				x	
Lifting/carrying 26-50 pounds				x	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds			x		
Pushing/Pulling				x	
Using Foot Controls	x				
Work in/exposure to inclement weather			x		
Work in/exposure to cold water	x				
Exposure to dust, chemicals or fumes			x		
Work/live in remote field sites	x				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	x				
Swimming, scuba diving	x				
Work at heights (e.g. towers, poles)	x				
Exposure to infection, germs or contagious diseases			x		
Exposure to blood, body fluid, or potentially contaminated materials			x		
Exposure to needles or sharp implements	x				
Use of hot equipment (e.g., ovens)				x	
Exposure to electrical current		x			
Seeing objects at a distance			x		
Seeing objects peripherally				x	
Seeing close work (e.g., typed print)				x	
Distinguishing colors			x		
Hearing conversations or sounds				x	
Hearing via radio or telephone				x	
Communicating through speech				x	

	NA	NE	O	F	C
Communicating by writing/reading			x		
Distinguishing odors by smell				x	
Distinguishing tastes				x	
Exposure to wild/dangerous animals	x				
Exposure to insect bites or stings		x			
Work/travel in boat/small aircraft	x				
Exposure to aggressive/angry people			x		
Restraining/grappling with people	x				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date