

FOCUS: BANQUET OPERATIONS

Agenda: Banquet Structure

Topic: Job Focus, Banquet Bartender

POSITION TITLE: Banquet Bartender

ACCOUNTIBILITY: Banquet Manager / Supervisor / Captain

POSITION SUMMARY: To serve beverages and/or food to the guests in a friendly, courteous and timely and manner, resulting in guest satisfaction. Also, to prepare beverages for guests.

JOB RESPONSIBILITIES

- Maintains proper and adequate set-up of the bar on a daily basis. This includes requisitioning and stocking of all beer, wine, spirits, paper products, straws and stirrers, condiments and produce based on projections from the daily functions sheet.
- Responsible for maintaining stock, cutting, and storing of all fresh fruit and vegetable garnishes, juices and other perishables daily to insure product quality.
- Greets guests in a courteous and friendly manner, promotes and documents orders for drinks. Mixes, garnishes and presents drinks using standard ingredient recipes and practicing prudent portion control.
- Attends monthly departmental meetings.
- Inputs orders into a register at the point of sale and creates a check for each guest and personnel guests, including those served by other beverage servers, to maintain accountability of all beverages served.
- Practice "Teamwork" and "Clean as you Go" policies.
- Receives cash from guests, makes any change needed, verifies validity of charges, records charges, and insures vouchers are properly executed, in order to balance all moneys.
- Locks up and stores all beverages, food and other equipment items, deposits cash drops and secures bank.
- All Bartenders must successfully complete T.I.P.S. Training.
- Responsible for sanitation in and around the bar area.
- Read and understand all particulars of Banquet Event Orders, including start time and beverage requirements.
- After function, remove inventory and all beverage equipment to proper storage.
- Retrieve and store bar glassware to proper storage.
- Work effectively and efficiently with the banquet team.
- Expediently communicate any challenges, guest complaints or requests to the Banquet Captain.
- Respond to the Banquet Captain's instructions and directions.

POSITION TITLE: Banquet Bartender

JOB RESPONSIBILITIES (cont'd)

- Observe all safety procedures during the execution of assigned duties.
- Maintain a positive and professional attitude towards guests, co-workers and management
- Arrive at scheduled start time in appropriate uniform and ready to work.
- Uniform must be neat and pressed.
- Keeps work station clean at all times.
- Ability to set-up Banquet Function Bar set-ups.
- Collect all necessary equipment, beverages, etc. to set up designated area.
- Polish all glassware and prepare needed bar fruit.
- Provide beverage service to guests in a professional and courteous manner consistent with established standards and levels of excellence.
- Report to Banquet Captain before ending work shift.
- Other duties as assigned.

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor

- Performs general cleaning tasks using standard cleaning products as assigned by your supervisor to adhere to health standards.
- Perform other duties and responsibilities as requested eg., special guest requests.
- Must adhere to all State, Federal and Corporate liquor regulations pertaining to serving alcoholic beverages to minors and intoxicated guests to insure all laws are being followed.
- Other duties as assigned such as assisting security with disorderly guests.

SKILLS REQUIRED

- Basic mathematical and computer skills necessary to operate a cash register, make change, total guest checks, count total bank, prepare cash drops, total all other charges, and understand portion sizes.
- Basic English language writing skills necessary for completion of requisitions, balance sheets and vouchers.
- Sufficient manual dexterity in hands in order to use a knife to make garnish, pick up glassware and bottles, scoop ice, mix drinks, and reach overhead to retrieve stock.
- Ability to read, speak and understand the English language in order to communicate with guests and take orders
- Ability to remember, recite and promote the variety of menu items
- Ability to operate a keyboard and point of sale procedures to pre-check an order and close out a check.

POSITION TITLE: Banquet Bartender

QUALIFICATIONS

- High school diploma or equivalent.
- Must have basic knowledge of food and beverage preparation and service of various alcoholic beverages.
- Prior bartending experience required.
- Licenses or certificates
- Ability to obtain any government required license or certificate.
- Must be neat, clean and well groomed at all times.
- Fully knowledgeable in drink recipes.
- Knowledge of laws of liquor service.

PHYSICAL DEMANDS

- Ability to transport up to 125 lbs. on a regular basis.
- Ability to work stand and work in confined spaces for long periods of time.
- Ability to lift up to 25 pounds