WMU CATERING
BARTENDER JOB DESCRIPTION

The bartender is responsible for the following duties:

1. Reporting to work at scheduled time in proper uniform.
2. Completely and correctly stocking bar with all supplies according to client requests as detailed on event order.
3. Accurately preparing beverages per guest requests, following proper portion control amounts.
4. Serving beverages to guests in a professional and friendly manner.
5. Complete a bar service course and become certified in safe serving techniques for alcohol service.
6. Knowledgeable about state liquor laws and liquor license restrictions.
7. Handle cash transactions accurately.
8. Close down bar by returning items to proper storage areas.
9. Other duties as assigned by supervisors and managers.

The bartender works under the direction of the student supervisor, student banquet manager, the banquet manager and the catering manager.