Bar Manager/Craft Bartender

Job Description

JOB DESCRIPTION

Sophisticated and inviting, The Lobby Bar and Rooftop Bar/Terrace at 16 Bay View, Camden's newest luxury boutique hotel, will offer an upscale, unpretentious environment to enjoy a progressive cocktail, beer and wine menu. The menu will showcase an exclusive list of small batch and artisanal spirits, craft beers and wines, both local and worldwide.

16 Bay View is seeking a motivated, energetic and creative professional with a strong work ethic and commitment to outstanding customer service for the position of Bar Manager/Craft Bartender. This position will be an ambassador for the exceptional service and flavors that will become hallmarks of our new lobby bar and roof top bar/terrace experience. Warm, attentive guest service and a passion for mixology offered by this individual should be worth raising a glass to! This person will be a part of the opening team for our new hotel, helping order and provision initial inventory of bar supplies, and food & beverage items, create craft cocktail, beer and wine menus, as well as hire and train bar support staff as needed. Once open, the Bar Manager will take an active role in the day to day operations and management of the bar venues at 16 Bay View.

RESPONSIBILITIES

Reporting to the General Manager, responsibilities and essential job functions include, but are not limited to:

- Demonstrate a perfect knowledge of all beverages served in the bar, how beverages are prepared (to recipe), and presented, and how Bar Personnel are trained to possess this knowledge and application of it;
- Assist in hiring training, supervising and coaching all bar staff, including servers, hosts, bartenders and bar backs;
- Interacts with the bar's guests, fellow team members and managers in a positive, confident, outgoing and courteous manner to ensure all staff and guests have an exemplary experience;
- Creates and promotes special in-house events (i.e. wine or beer tastings, cocktail evenings, social events, etc.) to promote lobby bar and rooftop bar/terrace;
- Lead creative and mixologist for new craft cocktail offerings, developing seasonal beer, wine and coctail menus and nightly specials;
- Possess an extensive knowledge of premium liquor, wine, and beer offered;
- Has full knowledge of all menu items, garnishes, contents and preparation methods;
- Presents menu, actively takes orders, answers questions, makes suggestions regarding beverage and food;
- Mixes alcoholic and non-alcoholic drinks, serves food, conducts full and complete wine/beverage service;
- Uses roomMaster's IQPOS by InnQuest to enter orders and process transactions;
- Serves beverage and food to guests using 16 Bay View's standards for hospitality service;
- Observes and monitors guests at the bar and other common areas in the hotel and responds to any and all needs the guest may have;
- Adheres to all responsible alcohol consumption requirements as dictated by the State of Maine. Has current TIPS training certification;
- Presents bills to guests insuring accuracy, and collects payments for all products served at the bar;
- Performs daily, weekly and monthly inventories as determined by management, specifically, stocking, securing and maintaining daily bar inventories;

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- Maximize revenue and increase maximum spend per customer through upselling, high customer service standards, effective training and motivation techniques;
- Secures and monitors all monies including register, tips and payments;
- Secures all liquor, wine and beverage through security procedures established by management;
- Performs end of the night procedures and closing duties;
- Completes check-out procedures for team including hosts, servers, bartenders and barbacks;

REQUIREMENTS

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace;
- Must be able to read and write to facilitate the communication process;
- Requires good communication skills, both verbal and written;
- Must possess basic computational ability;
- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems;
- Must be able to stand and exert well-paced mobility for up to 8 hours in length;
- Must be able to lift up to 50 lbs. on an occasional basis;
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on an occasional basis;
- Must be able to bend, stoop, kneel, squat and stretch to fulfill cleaning and stocking tasks;
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis;
- Requires grasping, writing, typing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity;
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees;
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception;
- Requires manual dexterity to use and operate all necessary equipment;

QUALIFICATION STANDARDS

- High school Diploma, 4-Year College Degree preferred, but not required;
- Minimum 2-years experience working within a 4 or 5-Star hospitality environment as a bartender, bar supervisor or manager;
- TIPS and Serv-Safe Certifications;
- Previous mixology training a must;
- Excellent knowledge of all beverage products and Brands;
- Previous point of sale system experience an asset;
- Excellent communication and organizational skills;
- Ability to work well under pressure in a fast paced environment;
- Ability to work cohesively with fellow colleagues as part of a team;
- Ability to focus attention on guest needs, remaining calm and courteous at all times.

Lord Camden Inn, Grand Harbor Inn & 16 Bay View are an Equal Opportunity Employer (EOE).