

## GENERAL JOB DESCRIPTION

**JOB TITLE:** Bartender  
**DEPARTMENT:** Food & Beverage  
**SUPERVISOR:** Food & Beverage Director

### **JOB SUMMARY:**

To achieve customer satisfaction pertaining to bar service.

### **PRINCIPLE DUTIES & RESPONSIBILITIES: (Essential functions)**

- Greet customers as they enter the establishment.
- Take beverage orders from guests.
- Ensure timely delivery and presentation of food and beverages to guests.
- Suggest additional menu items to compliment a guest's meal.
- Total guest check in a timely and accurate manner.
- Use cash register and count change.
- Prepare shift audit at end of shift.

### **OTHER DUTIES & RESPONSIBILITIES: (Incidental functions)**

- Maintain safety & cleanliness of workspace.
- Serve guests in friendly manner and encourage repeat patronage.
- Timely filing of paperwork.
- Marry condiments and re-stock wait station through out shift and at end of shift.
- Perform all other duties as required.

### **KNOWLEDGE, SKILL, & ABILITIES:**

- High school graduate or equivalent, or related experience.
- Basic computer knowledge.
- Ability to serve alcoholic beverages.
- Ability to work effectively with all personality types.
- Good verbal and written communication skills.
- Ability to understand and carry out verbal & written instructions independently.
- Ability to perform basic mathematical calculations correctly.
- Ability to work weekends, holidays, mornings, and nights.
- Ability to perform light physical tasks, exerting up to 25 lbs of force on a frequent basis and up to 75 lbs on an occasional basis.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carrying.

Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

I have read and understand the duties and responsibilities for which I would be responsible, as well as the minimum requirements for this positions. I understand that this document does not create an employment contract, and that I would be employed by Elk, LLC on an "at will" basis.

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Applicant

Date