



## Bartender Job Description

### **Pre Event**

ATC/Serve Safe License

### **At the Event - Setup**

Arrive on time and in uniform

Check in with Supervisor – Review any event details or unique setup instructions

Confirm Lead Bartender with Supervisor

Lead Bartender will direct setup with Bar Order Sheet

Setup Bar (with backups)

Cut Bar fruit

Complete Bar Inventory Sheet – Turn in to Supervisor before event begins

Attend Pre-Shift

Behind Bar and ready to go 15 minutes before guests arrive

### **At the Event - Show Time!**

When Guests arrive standing at the ready with a smile, Never leaning, Never rude

Professionally mix drinks with speed and efficiency

Remember faces and drink requests

I.D. young guests, anyone you question, card!

Note intoxication levels on initial contact and throughout the event per ATC training

Lead Bartender communicate with Supervisor on timelines and last call, spread the news to your fellow bartenders

If you have a problem with a guest, do not escalate the situation, get your supervisor immediately

Cash Bar – Maintain your cash bank at all times

**After the Event - Strike!**

Inventory Sheet Update- round to the half

Complete strike of bar – wipe down bottles and place in cases, re-cork wine

Sweep and Mop work areas

Turn in Inventory sheet to Supervisor

Check out with Supervisor

Check schedule for next event