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| Job Title: | Liquor Store Bartender |
| Department: | Liquor |
| Organizational Relationships: |  |
| Reports to: | Liquor Store Manager, and Assistant manager |
| Communicates with: | *Internally* – Liquor Store Manager, Assistant manager, Lead Bartender, bartenders, off-sale clerks/cooks |
|  | *Externally* – Liquor store customers and general public |
| Supervises: | none |

Summary of Position:

Performs retail sales work assisting customers locate and purchase store merchandise, makes and serves drinks and waits on bar patrons; and performs related duties as required.

Duties and Responsibilities:

1. Waits on customers in the bar, including making drinks, ringing up purchases on the cash register, collecting money, and making change.
2. Assist customers in the off-sale area by locating merchandise, ringing up purchases on the cash register, collecting money and making change.
3. Stocks the coolers in the bar area.
4. Assists with cleaning the store and bar including washing tables and bar area, take out the garbage, clean cooler doors, clean windows and beer signs, dust bottles in free time, break down boxes and take to dumpster, sweep, and clean bathrooms.
5. Checks patron ID’s and determines whether to serve; handles behavior problems.
6. Sell pull tabs; stock beer cooler and floor displays; stock liquor and wine shelves; make sure floor displays are full; fill ice; rotate stock

Requirements and Qualifications:

1. Able to work in a fast-paced environment
2. Able to multitask, prioritize, and manage time efficiently
3. Physical endurance to stand for entire shift
4. Self-motivated and self-directed
5. Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with customers and employees.
6. Must enforce all store policies and applicable laws. Be honest and trustworthy.
7. Previous cashiering experience and reconciliation of cash drawers, making change, handling money.
8. Works well as part of a team and on individual tasks
9. Able to quickly memorize complex or multiple orders
10. Previous experience as a busboy, washer, waiter, cook, or relevant work experience
11. Legally able to work in establishments which serve alcohol
12. Available to work a variety of shifts including nights, and weekends
13. Able to bend, move, and lift up to 50 pounds or more
14. Must pass a background check and drug test
15. High school diploma or equivalent

Position will follow the policies and procedures adopted by the City of Blackduck provided to you in the employee handbook. Position will be terminated immediately of you are caught stealing or drinking on the job. Position will be part time and not to exceed 32 hours per week (hours can vary upon the need of the Liquor Store Manager) to include weekdays, weekends. The position reports directly to the Liquor Store Manager.

Keys Distributed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date issued: \_\_\_\_\_\_\_\_Key Code: \_\_\_\_\_\_\_\_\_\_\_\_

*Employee agrees to accept keys to store under strict understanding that they are not to be given to, lost, or misplaced and if so, employee will be subject to corrective action, cost for replacement of keys and possibly termination.*

Employee signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_