



## THE STARTING GATE AT GREATHORSE

### Banquet Bartender

#### Job Responsibilities:

- Follow all state and local laws for serving alcohol responsibly (e.g., last call times).
- Prepare drink orders for guests according to specified recipes using measuring systems.
- Replenish beverages when necessary, and check with guests to make sure they are satisfied
- Maintain cleanliness and condition of bar, tables, and other tools, following all set-up guidelines
- Prepare fresh garnishes for drinks.
- Document and communicate any incidents/accidents immediately to management during shift or event.
- Stock ice, glassware, and paper supplies.
- Requisition all necessary supplies, specifically bottle-for-bottle liquor restock, transporting supplies from storeroom to bar set-up area as required.
- Remove soiled wares from bar top and tables and place in designated area.
- Anticipate and communicate replenishment needs promptly, ensuring no shortages throughout scheduled function time
- Issue, open, and serve wine/champagne bottles, ensuring guest satisfaction
- Secure liquors, beers, wines, coolers, cabinets, and storage areas.
- Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, and completing daily cleaning checklist.
- Follow attendance rules and always go to work on a regular basis
- Perform other related functions that may be assigned.
- Confidence and knowledge of the venue will enhance guests experience
- Responsible to maintain a positive and “can do” attitude to guests and coworkers at all times

#### Ideal Requirements:

- Minimum of 21 years of age to serve alcohol beverages
- Must be willing and have the ability to work a varied schedule that includes evenings, nights, weekends and occasional holidays
- Ability to handle, carry and/or lift items up to 40 pounds
- Ability to stand, walk and move around during the entire shift
- Knowledge of beverage ingredients
- Ability to take initiative and ownership to resolve problems
- Ability to perform job functions with attention to detail, speed and accuracy
- Ability to handle stressful situations in a calm, professional manner
- Must have ability to communicate clearly and directly with guests using a positive, clear speaking voice

For more information, please contact:

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