

Job Title: Seasonal Bartender
FLSA: Non-exempt
Reports To: Lead Bartender

Department: Bar
Status: Full Time
Pay Grade: 3

SUMMARY:

Bartender must be of legal age to serve liquor according to Montana State Law. The Bartender must be able to perform simple mathematical calculations and handle money. A Bartender must be able to use POS System. Bartender must have specific knowledge of beer, wine and spirits and be familiar with standard drink recipes. The Bartender will be an individual who enjoys a social environment and daily interaction with the public.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Responsible for the beverage service to beverage/food servers and patrons in an assigned service station ensuring efficient and prompt service.
- The bartender must be friendly, outgoing and possess good communication skills. Their individual personality should shine through all interactions with the public.
- The bartender should be organized, able to think and act quickly, and effectively maintain self-composure, be guest sensitive and possess a sense of timing.
- Take pride in personal appearance and show dedication to the job.
- Display integrity, professionalism, discretion and honesty in all aspects of employment.
- The bartenders working for S & K Gaming LLC should suggestively sell food and beverage in a professional manner.
- Acknowledge guest promptly
- Creates a warm and fun atmosphere
- Answers questions about drinks including their ingredients, preparation and accompanying items
- Responsible for mixing and the serving of alcoholic beverage and/or nonalcoholic beverages according to established recipes and procedures
- Take beverage and food orders, preparing check fully. Must know correct abbreviations
- Follow all Montana State Liquor laws at all times
- Handle cash transactions for wait staff and departing guests, accepts bill and makes change, adds discounts, complimentary food and beverages
- Helps with refilling drinks for guests as needed
- Maintain guest contact and anticipate guest needs
- Follows alcohol awareness procedures for preventing intoxication of guests and if they become intoxicated how to handle the guest
- Gives a warm and pleasant farewell to guests and invites them to return
- Keeps a neat and clean bar station, sets up and takes down station appropriately. Cleans station at the end of the shift per the specific requirements established for that location
- Knowledge of the Dram Shop Act and bartenders responsibilities and rights under it. Have knowledge of all gaming and beverage regulations
- Demonstrate a high level of discretion and professionalism when dealing with daily operations and personnel issues
- Be knowledgeable and able to follow all policies and procedures as outlined in the official Cash Handling Manual and the official Policies and Procedures Manual established by S & K Gaming LLC
- Adheres to company sanitation procedures and personal hygiene policies

- Communicates continually during shift with staff to ensure smooth operations
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken
- Performs all duties and responsibilities in a timely and effective manner in accordance with established policies
- Well versed in the concepts of quality customer service
- To maintain the highest quality and production of the operation and provide a favorable image at all times
- Maintain a teamwork effort
- Completes assigned prep work and beautification duties as directed periodic deep cleaning projects
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION AND/OR EXPERIENCE:

- Minimum of 6 months of bar/lounge experience.
- Must obtain the Safe Serve Certification.
- Cash handling experience is required.

SPECIAL QUALIFICATIONS:

- Problem solving and decision making
- Skill in observing situations and striving for high guest satisfaction
- Keep supervisor informed promptly and fully of all problems or unusual matters of significance and take prompt corrective action where necessary. Suggest alternative courses of action
- Skill in dealing courteously with the public and coworkers
- Ability to effectively communicate
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Works directly with Casino Staff
- This position will require physical activity
- Able to stand walk, and often with little time to sit during an entire 6-8 hour shift. Must be able to lift/carry 40 pounds at a time
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to read menu to sight-impaired guests. Must possess good math skills
- Effectively card all guests who appear to be under the age of 30
- Broken glass and slipping are hazards of job
- Walking on wet floors
- Working weekends and Holidays are required

CERTIFICATES/LICENSES & REGULATIONS:

- Must be able to provide authorization to work in the United States.

Revised: 11.15.17

- Title 31 Bank Secrecy Act (Anti-Money Laundering)
- Obtain the Safe Serve Certification.
- Must pass a background check and drug screening.
- Must complete the fingerprinting process.
- Required to obtain and maintain an unrestricted gaming license from the CS&KT Gaming Commission and NIGC.
- Must possess a valid State of Montana Driver's License and be insurable under the company's insurance.
- It is the responsibility of the employee to have all documents current and valid at all times.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet **all** the physical requirements for this job without limitation.

Employee

Date

HR Representative

Date