

## **JOB DESCRIPTION**

### **JOB TITLE: BARTENDER**

**JOB SUMMARY:** Dispenses beverages and food prior to and during intermissions and assigned performances.

### **ESSENTIAL JOB DUTIES:**

1. Sets-up and cleans all sales and supply areas.
2. Prepares and dispenses beverages and food prior to and during intermissions.
3. Keeps accurate records of all sales and inventory.
4. Restocks sales and supply areas with kegs, soda boxes and wine cases and food products.
5. Adheres to Food Sanitation Rules, OLCC regulations and House Policies on Alcohol Service.
6. Responsible for maintaining change banks, getting change at the bank as necessary and dispensing change to other bar and concessions staff.

### **OTHER JOB DUTIES:**

1. Attends bar meetings and yearly OLCC training.
2. Dispenses hearing devices as needed.
3. Work interdepartmental and off site events.
4. Performs other duties as assigned.

### **RELATIONSHIPS:**

**Reports To:** Concessions Manager, House Manager or Audience Services Manager when the Concessions Manager is not present.

### **MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)**

**Education:** OLCC server's training and valid permit. Food Handlers permit. Passing a background check before employment is required; the Festival reserves the right to conduct a background check on this position at anytime.

**Work Experience:** Prior Customer Service Experience.

**Machines, Tools, Equipment, Work Aids:** Beer, wine and soda dispensers; ovens, CO2 tanks, Age Verification Devices and credit card terminals.

**Physical Ability:** Ability to lift up to 60 pounds; ability to stand for long periods of time; ability to bend and install supplies.

**Other Ability:** Good interpersonal and communication skills; ability to work late and irregular hours; ability to work quickly and effectively in a calm and pleasant manner. Ability to make change quickly and accurately. Ability to maintain a positive work atmosphere by behaving and communicating in a manner that gets along with clients, customers, co-workers and managers.

Non-exempt position. Seasonal . Flat rate. On call.