

Bartender

NOC 6452
CAT I

Qualifications

High school diploma AND some bartender experience
OR

An acceptable combination of education, training, and experience will also be considered
AND

Must be of legal age to serve alcohol **in Province (Age)**
Smart Serve Certification or equivalent, an asset
Provincial Liquor Commission Certification, an asset

Knowledge

Of mixed drink preparations
Of hospitality services
Of health and safety practices

Experience

In serving alcoholic and non-alcoholic drinks
In cash handling

Core Characteristics

Team Player

Collaborate with others to achieve effective and efficient results. Seek and welcome others' ideas.

Customer Focus

Understand customer needs, be responsive, and exceed expectations. Ensure that daily work is customer focused.

Positive Attitude

Take pride in a job well done. Learn from setbacks or failures as well as from successful efforts.

Excellence

Perform high quality work in a timely and efficient manner. Take responsibility for safety in the workplace.

Competence

Seek learning opportunities and participate in training and other self-development activities.

Responsibilities

Greet customers, prepare and serve mixed drinks, wine, draft or bottled beer and non-alcoholic beverages for patrons.

Take beverage orders from serving staff and from patrons.

Collect payment for beverages and record sales.

Maintain the inventory of bar stock and order supplies.

Clean bar area and wash glassware.

Ensure compliance with provincial liquor legislation and regulations.

Assist with set-up and take down of functions, as required.

Sweep, vacuum and spot mop following functions, as required.

Perform moderate lifting, carrying, pulling and/or pushing (i.e. more than 10 lbs/4.5 kg but less than 50 lbs/23 kg).

Ensure compliance with the Health & Safety Program, in conjunction with management, and may act as a representative or member of a local NPF Committee.

Comply with NPF policies, procedures, regulations and applicable legislation.

Perform other related duties as assigned by supervisor.

Disclaimer

This description has been designed to indicate the key responsibilities of the job and the nature of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and tasks required of employees assigned to this job.

I have read and understand the contents of this job description.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Manager's Name

Manager's Signature

Date