



## Bartender Job Description

**Job Title:** Bartender (non-exempt)

**Division/Department:** Front of the house / Bar

**Reports to:** General Manager, Assistant Manager, Supervisor & Floor runners.

**Salary Grade/Band:** Minimum plus tip share

**Last Revision Date:** January 2018.

### Summary

The bartenders at Julio's are responsible for preparing and serving beverages to our guests in compliance with our guidelines and recipes, and the laws and regulations of the State of Texas. They must also have full knowledge of the menu, good selling and customer service abilities, and take care of their work space and work tools provided to them by Julio's. Like all other positions at the restaurant they must comply with all company policies.

### Primary Responsibilities

1. Show up ready for work (clean and in full uniform) at the time scheduled
2. Maintain your personal appearance in accordance to restaurant grooming standards
3. Check customer's ID in order to ensure they meet the minimum age requirement for consumption of alcoholic beverages (21+)
4. Serve guests in the bar area adhering to Julio's customer service standards (take orders, put them in Aloha, serve food/drinks, remove empty plates/glasses, verify account totals, print receipts, collect payments, pay to cashier, return change or CC receipt to customer)
5. Mix and serve alcoholic and non-alcoholic beverages following standard recipe folder for quantity, flavor and presentation specifications
6. Prepare large batch drink mixes, juices, and simple syrup and label with name and date all product made
7. Prepare/cut garnishes
8. Wash and dry all glasses used in the restaurant following guidelines (3 compartment sink -wash, rinse, sanitize-, change water often, dry with micro-fiber towel to avoid water spots and other debris)
9. Maintain a clean and organized work space (shelves, walls, refrigerators, floor)
10. Perform cleaning duties as assigned
11. Have knowledge of Aloha POS system to place and modify orders, print Product Mix, as well as other necessary functions
12. Prepare alcoholic beverages for wait staff once the order has been printed in the bar POS system
13. Stock necessary inventory at the bar before busy restaurant hours
14. Make a physical inventory of beer in the bar coolers after each shift in the inventory sheets provided

### Additional Responsibilities

- Follow safe and sanitary food and beverage handling procedures
- Arrange bottles in attractive display at the beginning of the opening shift
- Request management for any beer, liquor, or other supplies needed from storage
- Rotate product following FIFO policy (First In First Out)
- Responsible for cleaning the bar area chairs
- Maintain the bar wiped down and free of any foreign objects
- Make good use and maintain cleanliness of bar equipment and utensils
- Smile and be courteous to all guests
- Deliver friendly and prompt service to all customers while performing other duties
- Maintain a harmonious relationship with all employees
- Be able to use suggestive selling to increase check amounts
- Clean bar area, equipment and utensils at the end of each shift
- Lock up all bottles and beer coolers at the end of the night shift
- Keep a sanitizer bucket at the bar, changing the water every 3-4 hours
- Responsible for doing your check-out and claiming your tips with cashier
- Attend all scheduled meetings and provide suggestions for improvement
- Other duties as assigned by management

**Qualifications and skill requirements**

- ✓ Must be at least 18 years of age
- ✓ Must have a current Food Handlers card issued by the State of Texas
- ✓ Must have a current Texas Alcoholic Beverage Commission (TABC) Seller Training Certification
- ✓ Must have full knowledge of the food, beverage and dessert menu
- ✓ Must know beverage recipes
- ✓ Must have multi-tasking abilities
- ✓ Must have a good attitude
- ✓ Must have a pleasant personality
- ✓ Must be a team player
- ✓ Must be bilingual (Spanish-English)
- ✓ No previous bartending experience required

**Working conditions**

- Standing and walking for extended periods of time
- Working under pressure
- Bending
- Stretching
- Lifting up to 50 pounds
- High noise level

**Uniform**

- Light blue shirt with Julio's Cafe Corona logo
- Black pants and apron
- Black non-slip shoes

I agree to follow all the instructions and procedures dictated by this job description.

Employee Name: \_\_\_\_\_ X \_\_\_\_\_ date: \_\_\_\_\_.