

# COLWEN MANAGEMENT

Job Description Form



<b>Job Title</b>	<b>Bartender</b>
<b>Division/Department</b>	<b>Food &amp; Beverage</b>

## GENERAL DESCRIPTION

- Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools.
- Prepare drink orders for guests according to specified recipes using measuring systems.
- Issue, open, and serve wine/champagne bottles.
- Prepare fresh garnishes for drinks.
- Stock ice, glassware, and paper supplies.
- Remove soiled wares from bar top and tables and place in designated area.
- Transport supplies to bar set-up area. Wash soiled glassware.
- Anticipate and communicate replenishment needs.
- Checks guests for proper identification, and process all payment methods.
- Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank.
- Secure liquors, beers, wines, coolers, cabinets, and storage areas.
- Complete closing duties.

## ADDITIONAL DUTIES AND RESPONSIBILITIES

- Practice safety standards at all times. Know all hotel specific emergency procedures.
- Comply with federal laws and break periods.
- Comply with Record Retention, Standard Operating Procedures and daily responsibilities.
- Assist team with training, supplies and support in order to consistently provide a quality guest room and public areas.
- Adhere to all work rules, procedures and policies established by the company, including, but not limited to, those contained in the employee handbook.

## PHYSICAL REQUIREMENTS

- Stand, sit, or walk for an extended period of time or for an entire work shift.
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance
- Reach overhead and below the knees, including bending, twisting, pulling, and stopping

The hotel operates 7 days a week, 24 hours a day. Department schedules must accommodate fluctuating business demands and associates may be asked to work shifts other than those they prefer or normally work.

Associates are required to comply with Colwen Management Inc uniform and appearance standards.

Associates are expected to carry out all reasonable requests by Managers which the associate is capable of performing.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_