

# Employee Requisition Form - CEC

**Position to Be Filled:** Bartender

**Purpose:** Provide exemplary customer service to the Guests of the Coyote Entertainment Center by maintaining a positive entertainment environment for all guests and co-workers while preparing beverage orders received from guests.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must inventory and stock bar to appropriate levels prior to each shift accounting for any missing products and recording appropriately and all items being removed from the bar on spillage and/or waste sheet.
- Ensure drink preparation meets the quality standards for eye appeal, texture, color, and taste by observing and inspecting preparation before delivery to guest.
- Maintain drink specifications including established portion controls and efforts to control costs.
- Detect and act upon customer inebriation as trained.
- Service guests within established time limits.
- Total bill collects payment and make change.
- Prepares mixed drinks in accordance with recipes or dispensing systems.
- Maintain inventory of beverages and supplies maintained at the bar.
- Maintains cleanliness and sanitation requirements in service and work areas always.
- High School Diploma or GED preferred.
- Must be 21 years of age or older.
- Minimum 1-year experience in a fast-paced bar environment plus 6 months minimum bartending experience required.
- Any other duties as assigned.

**Reports To:** Supervisor

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 30

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled