



## Employee Requisition Form

### Position to Be Filled: F&B Bartender

**Responsible:** Responsible for maintaining a positive entertainment environment for all guests and associates while preparing beverage orders received from guests or Beverage Servers.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must inventory and stock bar to appropriate levels prior to each shift accounting for any missing product and recording appropriately and all items being removed from the bar on spillage and/or waste sheets.
- Ensure drink preparation meets the quality standards for eye appeal, texture, color, and taste by observing and inspecting preparation before delivery to guests. Maintain drink specifications including established portion controls to control costs.
- Detect and act upon customer inebriation as trained.
- Check guests for proper identification.
- Answers questions and makes suggestions regarding beverages and service.
- Takes beverage orders and follows procedures when recording sale.
- Serves guests and beverage servers within established time limits.
- Observes guests to respond to any additional requests and to determine when beverage has been consumed.
- Total bill, collects payment, and makes change.
- Clears away empty glasses and bottles.
- Prepares mixed drinks in accordance with recipes or dispensing systems.
- Maintains inventory of beverages and supplies maintained at the bar.
- Maintains cleanliness and sanitation requirements in serving and work areas, always.
- Comply with all departmental policies, procedures, and directives.
- High school diploma or general education degree (GED) preferred.
- Must be 21 years of age or older.
- Education in Bartending.
- Minimum 1-year experience in a fast-paced bar environment plus 6 months minimum bartending experience required.
- Any other duties as assigned.

**Reports To:** F&B Supervisor  
**Approximate Hours:** Full time

