



# Example of Bartender Job Description

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Our company is searching for experienced candidates for the position of bartender. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bartender

- To be responsible for preparing and serving of drinks and snack orders
- Maintain proper and adequate set-up of the bar on a daily basis
- Providing bar service of a wide range of beverages, and proactive table service
- Processing all transactions accurately using POS terminal and accurate cashiering for all accounts
- Responsible for precise and proper mixing, controlling, dispensing, preparing and serving of a variety of beverages, liquors, beers and fine wines
- Will maintain the cleanliness of coolers, bar equipment, glassware, decanters and any other service items associated with beverage service
- Explain and sell all types of beverages to bar patrons by exceeding and anticipating guests' expectations
- Prepare and service beverages for servers and guests in a quick, efficient and friendly and professional manner
- Other responsibilities include maintaining a clean bar area, processing payments, and taking inventory of the bar
- Assumes responsibility for beverage service to guests while providing excellent customer relations

## Qualifications for bartender

- Must be available to work the weekends

- Exposure in a 4 or 5 star service environment preferred
- Ability to manage multiple tasks at any given time
- Previous bartender experience a plus