



# Example of Bartender Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking to fill the role of bartender. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bartender

- Make all cocktails in accordance with Hotel's standard beverage manual
- Receive and check liquor against previous shift's requisitions
- Attempt to limit problems and liability related to customers' excessive drinking
- Organize requisition, pick up and verification for F&B items used in the bar areas
- Ensure that the bar is fully stocked and all side opening and closing duties are completed
- Arrange bottles and glasses to make attractive displays
- Keep the bar area neat and tidy at all times, regularly clearing dishes and glassware
- Manage security in the work area, and at no time to leave the bar area unless properly relieved by a colleague
- Assist with cleanup - mopping floors, removal of cans and bottles, general cleaning of rails and counters, removal of melting ice in bins
- Able to handle cash following established and proper Accounting procedures

## Qualifications for bartender

- Must speak, read, write and understand English clearly and fluently
- One year bartending experience in a full-service restaurant preferred
- Observe Recycling Procedures of the Hotel in Relation to cans and bottles

- Prepare alcoholic and non-alcoholic beverages for the Park guests in accordance with company, local, and federal guidelines
- Assess guest demeanor and identify when behavior should be called to the attention of leadership or security