



## ***Banquet Department***

### **I. Position**

Bartender

### **II. Reports to:**

Beverage Manager

### **III. Essential Functions**

Prepares and serves alcoholic and non-alcoholic beverages.

### **IV. Additional Responsibilities**

- Inspects the bar prior to service, ensuring that adequate supplies are available.
- Requests additional supplies as necessary.
- Follows set-up procedures.
- Prepares garnishes, mixes and pre-mixed drinks.
- Greets guests.
- Mixes, prepares and serves drinks according to the recipes approved by the Beverage Manager.
- Collects checks/payment for drinks served.
- Reports complaints to a manager as soon as they occur
- Maintains and cleans equipment.
- Maintains records of liquors, beers, wine, and sundries to ensure par stock is maintained at all times.
- Maintains daily inventory and records showing which drinks and liquors are in the greatest demand.
- Cleans and lock-ups according to prescribed procedures.