

SAMPLE JOB DESCRIPTION: BARTENDER

Company: The Bar
Position: Bartender
Reports To: Food and Beverage Manager

Reporting to the Food and Beverage Manager, the Bartender is responsible for providing guests with a range of handcrafted cocktails and beverages. This position plays a key role in creating memorable guest experiences through consistent, timely delivery of bar and beverage service while maintaining a safe and clean workspace in a fast-paced environment.

Duties & Responsibilities

- Ensure positive guest experiences in which every guest feels important and well attended to, while accurately mixing and serving alcoholic and non-alcoholic beverages.
- Assist guests in a courteous, prompt and professional manner in all interactions.
- Follow company standards to ensure that product is of the highest quality in taste and appearance to satisfy guests and maximize bar revenues.
- Fulfill beverage orders for Servers in a friendly and efficient manner.
- Participate in and foster positive team relations with Servers, fellow Bartenders, other department teams and management.
- Follow all Provincial and local guidelines for responsible alcohol service.
- Prepare and present drinks in a consistent and efficient manner and according to policies and legal requirements.
- Maintain a clean bar area, ensuring bar top continually wiped, cleaning up spills immediately to avoid slipping hazards.
- Follow sanitary practices for food handling, general cleanliness, and maintenance of bar areas.
- Restock bar with beer, liquor, wine, glassware, juices, etc. ensuring proper product rotation.
- Demonstrate a thorough knowledge of food and beverage products, offerings, menus and promotions.
- Take initiative and be creative in resolving guest challenges and concerns, raising to a supervisor as necessary.
- Perform other related duties, tasks and responsibilities as required from time to time.
- Assist with beverage inventory and reconciliation.

Skills & Qualifications

- Serving It Right Certification and age 19 years or older to serve alcohol.
- Minimum 1 – 2 years bartending experience is required.
- FOODSAFE Level 1 certification required
- Knowledge of beer, wine, and spirits and familiarity with standard drink recipes.

- Exceptional focus on service excellence and ability to connect easily with guests.
- Strong team orientation as well as an ability to work independently.
- Ability to work well in a high-volume, fast-paced environment.
- Strong communication and interpersonal skills.
- High school diploma or equivalent
- SuperHost certification, an asset
- Emergency First Aid Safety Oriented for Industry (OFA Level 1 equivalency) is an asset

Additional Notes:

- Scheduling flexibility is required to meet operational needs.
- Hours may be extended or irregular to include nights, weekends and holidays.
- Overtime may be required.