

Position: Bartender	Department: Beverage	Supervisor: Beverage Manager, Restaurant Manager, or Dir. of Food & Beverage	
Job Titles Supervised: None	Date: October 25, 2017	FLSA: Hourly (Non-Exempt)	Benefits: Eligible if Full Time

Overview:

The Bartender is responsible for safely and efficiently providing alcoholic and non-alcoholic beverages and food, while ensuring complete guest satisfaction.

Tipped Employee Information (Pursuant to the Fair Labor Standards Act (FLSA))

This is a tipped position; as such, it will pay a cash wage that is less than the regular minimum wage, but is at least the minimum “tipped wage” per hour for your location, per federal, state or local law. Olympia will be claiming an additional amount as a tip credit. This tip credit cannot exceed the difference between the minimum required tipped cash hourly wage for your location, and the corresponding current minimum wage for non-tipped employees. The tip credit claimed by Olympia cannot exceed the amount of tips actually received by the tipped employee, and all tips received by tipped employees are to be retained by the employee, except for a valid tip pooling arrangement limited to employees who customarily and regularly receive tips. The tip credit will not apply to any tipped employee unless the employee has been informed of these tip credit provisions, orally or in writing.

Additional Information:

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form no later than your first day of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

Essential Functions of the Job:

- *Regular attendance and reporting to work on time, ready to begin your shift is an essential function of employment (being tardy places an unfair burden on the team)*
- *Ability to work flexible schedules (including weekends, nights, holidays) to meet hotel/guest needs*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions as directed by supervisor/manager*
- ***Working Safely*** is a condition of employment. *All employees must follow the safety policies*
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating eligible employees. If you believe you need an accommodation, please speak with your supervisor, General Manager, or Human Resources)*

Expectations of all Employees:

- ✓ Be polite, courteous and helpful to all guests and coworkers, displaying a positive “can do” attitude while maintaining a high level of professionalism consistent with the company values
- ✓ Acknowledge our guests with a smile and friendly “hello.” Promptly attend to guest needs
- ✓ Comply with all hotel policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- ✓ Comply with guest privacy standards
- ✓ Report to your supervisor or the MOD, ***immediately, all injuries*** occurring while on duty, *no matter how minor.* (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- ✓ Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager
- ✓ Arrive to work on time (follow call-out policy), and in appropriate work attire, (uniform, foot wear and name tag) neat in appearance
- ✓ Complete work in a timely manner and meet productivity standards/expectations
- ✓ Keep work area clean, neat, and well organized

- ✓ Demonstrate a team behavior and attitude of working together effectively to accomplish tasks (even if outside specific job duties)
- ✓ Seek approval from management prior to working overtime (i.e. punching in early or staying beyond scheduled shift)
- ✓ Perform additional duties as assigned

Job Duties and Responsibilities:

- Engage guests in a professional manner with a warm greeting
- Demonstrate a thorough knowledge of food and beverage products, menus, additions and promotions; answer all questions about beverages and food; assess their needs and preferences to make suggestions
- Up-sell/suggestively sell food and beverages by describing each item in an appealing way to increase check average and broaden guest' experience
- Accurately ring in orders on POS (Point of sales) quickly, in proper sequence and use appropriate charges
- Assure needs of guests are continually being met in a courteous and professional manner throughout the duration of their visit
- Maintain food and beverage control (i.e., liquor portion control, age verification); follow guidelines and practices outlined in TIPS training
- Measure and mix beverages as ordered, in accordance with company procedures and policies
- Follow alcohol awareness procedures for preventing and handling intoxicated guests
- Stock the bar, polish glasses, fill ice bins, clean, and tasks necessary for smooth operation and guest service
- Promptly prepare bills for items ordered, collect and process payments, enter into POS system, make change correctly, and make charge transactions accurately
- Handle house bank and follow all cash handling procedures
- Reconcile and balance all sales transactions at the end of each shift; generate closing reports
- Arrange bottles, glasses and bar items in an attractive manner which meets our standards
- Pass all required job-related tests
- Properly wash glassware using bar sinks/and or dishwashers
- Safely use appropriate cleaning compounds and chemicals; comply with health and safety regulations, policies, procedures
- Sweep, mop, vacuum, dust and wipe when needed and appropriate
- Confirm all liquor, beer, and alcohol is locked at the end of shift
- Confirm door entrances/exits are locked and secure at end of shift

Skills Required:

Provide high level customer service, communicate effectively with guests and team members, follow instructions, ability to learn quickly, pay attention to detail, and maintain composure when working under pressure

Experience / Education:

Previous bartending experience preferred; must be of legal age in order to serve alcohol, per state law; high school diploma and/or equivalent work experience; TIPS certified preferred; Allergy Awareness training helpful

Performance Measurement:

90 Day performance review, ongoing feedback from supervisor, attendance, productivity, feedback from others, etc.

Physical Demands:

This is a very physically demanding job that requires extended periods of walking, standing, bending, lifting, twisting and kneeling. Reasonable accommodations may be made to eligible employees to perform the essential functions. (See Physical Requirements section for detailed information.)

Employee Acknowledgement:

I have received a copy of this job description, have read and understand the expectations and responsibilities. I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager, GM, or Human Resources. I recognize that the company reserves the right to modify this job description based on business needs and that I may be asked to perform additional duties as assigned.

Manager	Date	Employee Signature	Date
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Physical Requirements of this position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to eligible employees to perform the essential functions.

Physical Demands: Approximate requirements of time tasks are performed in carrying out job duties.

(To update boxes – place cursor to the left of the box, double click, under “Default Value” click on not checked or unchecked to select the box.)

Sitting (Number of hours a worker must be sitting)	Tasks (not an exclusive list)
<input checked="" type="checkbox"/> Not an essential function	
<input type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Standing (Number of hours standing)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Majority of duties are performed while standing or walking.
<input type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input checked="" type="checkbox"/> 7 or more hours/day	

Walking (Number of hours walking)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Majority of duties are performed while standing or walking.
<input type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input checked="" type="checkbox"/> 7 or more hours/day	

Bending	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Moderate bending while performing duties, i.e. picking up supplies.
<input type="checkbox"/> Infrequent Bending: 1-120 bends/day (15 bends/hour)	
<input checked="" type="checkbox"/> Moderate Bending: 121-480 bends/day (1 bend/minute)	
<input type="checkbox"/> Frequent Bending: 481 or greater bends/day (>1 bend/minute)	

Squatting	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Infrequent squatting while performing duties, i.e. picking up heavy trays.
<input checked="" type="checkbox"/> Infrequent Squatting: 1-120 squats/day (15 squats/hour)	
<input type="checkbox"/> Moderate Squatting: 121-480 squats/day (1 squats/minute)	
<input type="checkbox"/> Frequent Squatting: 481 or greater squats/day (>1squat/minute)	

Kneeling	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	
<input checked="" type="checkbox"/> Infrequent Kneeling	
<input type="checkbox"/> Moderate Kneeling	
<input type="checkbox"/> Frequent Kneeling	

Twisting	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Frequent twisting while performing duties, i.e. serving customers their food and beverages.
<input type="checkbox"/> Infrequent: 1-120 twists/day	
<input type="checkbox"/> Moderate: 121-480 twists/day	
<input checked="" type="checkbox"/> Frequent: 481 or greater twists/day (>1 twist/minute)	

Lifting Floor to Waist	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Moderate lifting floor to waist while performing duties, i.e. stocking beer, ice.
<input type="checkbox"/> Infrequent: up to 50 lbs	
<input checked="" type="checkbox"/> Moderate: up to 50 lbs	
<input type="checkbox"/> Frequent: up to 50 lbs	

Lifting to Waist to Shoulder	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Frequent lifting waist to shoulder while performing duties, i.e. lifting trays to shoulder.
<input type="checkbox"/> Infrequent: up to 50 lbs	
<input type="checkbox"/> Moderate: up to 50 lbs	
<input checked="" type="checkbox"/> Frequent: up to 50 lbs	

Lifting Overhead	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Frequent lifting overhead while performing duties, i.e. reaching for bar glasses.
<input type="checkbox"/> Infrequent: up to 25 lbs	
<input type="checkbox"/> Moderate: up to 25 lbs	
<input checked="" type="checkbox"/> Frequent: up to 25 lbs	

Pushing / Pulling	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Occasional push pulling while performing duties.
<input checked="" type="checkbox"/> 1-3 hours/day	
<input type="checkbox"/> 3-7 hours/day	
<input type="checkbox"/> 7 or more hours/day	

Wrist / Hand / Fingers Repetitive Movements	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> Frequent repetitive motion while performing duties, i.e. serving food and beverages, lifting trays, running cash register.
<input type="checkbox"/> Infrequent	
<input type="checkbox"/> Moderate	
<input checked="" type="checkbox"/> Frequent	

Cardiovascular - Endurance (Maximum Work-load Required Each Day)	Tasks (not an exclusive list)
<input type="checkbox"/> Not an essential function	<ul style="list-style-type: none"> High energy requirements as on feet and in motion for majority of duties.
<input type="checkbox"/> Light energy requirements	
<input type="checkbox"/> Moderate energy requirements	
<input checked="" type="checkbox"/> High energy requirements	

Manager **Date**

Employee Signature **Date**