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SCRANTONCULTURALCENTER

at the Masonic Temple

LIFE CELEBRATED

www.ScrantonCulturalCenter.org

- TITLE:** Bartender
- REPORTS TO:** Beverage/Concessions Manager
- CLASSIFICATION:** Non-Exempt – Part-Time Hourly as scheduled.

SUMMARY: This is an hourly position with the ability to gain tips from customers and be paid gratuity for event services. Hours will vary depending upon event schedules. The position will assist the beverage and concessions manager in all aspects of planning, setup, running and breakdown of event bars and will help develop and maintain sales inventory procedures. Specifically, this person will:

RESPONSIBILITIES AND DUTIES:

- Prepare alcohol or non-alcohol beverages for bar and patrons
- Interact with customers, take orders and serve snacks and drinks
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Plan and present bar menu
- Check customers' identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations

EMPLOYMENT STANDARDS:

1. EDUCATION:
Minimum High School Diploma or equivalent, or at least 3 years practical knowledge from working in the field in similar position.
2. EXPERIENCE
Minimum three years experience working in similar position.
3. ABILITIES & SKILLS
 - Interpersonal skills necessary to deal effectively and courteously with staff and clients.
 - Flexible availability.
 - Ability to work independently with little verification where errors may have an impact on organizational goals and / or finances.
 - Ability to read and write and interpret written and verbal instructions.
 - Able to present oneself in a professional manner and demeanor at all times despite the challenges a situation may present

- Ability to solve routine problems with accuracy and composure.
 - Effective written and oral communication skills.
 - Ability to work in an active environment with frequent interruptions and deal with a variety of assignments simultaneously.
4. PHYSICAL STANDARDS
 - Ability to lift and carry objects weighing up to 50 lbs.
 - Ability to climb and work from step ladders, work while standing for extended shifts.
 - Ability to work in a varied noise environment.
 5. CERTIFICATIONS
 - RAMP Certified.
 - Certification of First Aid and / or C.P.R. or willingness to become certified.
 - Valid PA Driver's license.

JOB RELATIONSHIPS:

1. POSITIONS SUPERVISED
Some part time staff may report to this position as duties require.
2. INTERFACING DEPARTMENTS
Outside Vendors/Clients/Users
Facilities
Events

SPECIAL JOB FEATURES:

Flexible hours, evenings and weekend hours are required.

WAGES:

Starting Wage is \$8.00/Hour for general work. \$8.00/Hour plus customer tips for sales bars. \$3.00/hour plus a gratuity payment (at no time less than the prevailing minimum wage) for contracted consumption bars. The Scranton Cultural Center bartenders participate in a legitimate tip pool.