

JOB DESCRIPTION

Job Title: Bartender

EL MONO
FRESH FLAVORS OF PERU

Reports To

Assistant Manager

Job Summary

Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests. Each bartender's primary objective is to show our guests such a marvelous time, they will want to return.

Activities & Responsibilities

Primary

- Promote, work, and act in a manner consistent with the mission of **EL MONO**: *To change lives one palate at a time by making available Prime Peruvian Cuisine to all types of patrons wanting to embark on an unforgettable culinary adventure.*
- Prepare and serve alcoholic and non-alcoholic drinks consistent with the restaurant's standard drink recipes.
- Accept guest payment, process credit card charges, and make change if necessary.
- Check identification of guests to verify age requirements for purchase of alcohol.
- Clean and sterilize glasses, utensils, and bar equipment.
- Balance cash receipts.
- Record drink orders accurately and immediately after having received them into the register system.
- Attempt to limit problems and liability related to guests' excessive drinking by taking steps such as persuading guests to stop drinking, or ordering taxis or other transportation for intoxicated guests.
- Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or straws.
- Present drink menus, make recommendations, and answer questions regarding beverages.
- Take beverage orders from serving staff or directly from guests seated at the bar.
- Clean bars, work areas, and tables.
- Reset tables in bar area.
- Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.
- Serve snacks or food items to guests seated at the bar.
- Slice and pit fruit, and prepare other garnishes for drinks.
- Ask guests who become loud and obnoxious to leave, or physically remove them.
- Arrange and maintain bottles and glasses in an attractive and functional manner to support efficient drink preparation, promotion of beverages, and attractive displays.
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas.
- Recognize and learn the names of regular guests
- Assist the restocking and replenishment of bar inventory and supplies.
- Report all equipment problems and bar maintenance issues to the restaurant manager.
- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Supplemental

- Plan, organize, and control the operations of a cocktail lounge or bar.
- Order or requisition liquors and supplies.
- Supervise the work of bar staff and other bartenders.

Activities & Responsibilities

- Plan bar menus.
- Create drink recipes.
- Provide guests with information about local areas, including giving directions.

Tools & Technology (examples in parentheses)

- Bar code reader equipment
- Credit card processing machines
- Cash registers
- Carbonated beverage dispenser (draught foam control devices, electronic beer line maintenance equipment, refrigerated liquid recirculation equipment, soda dispensers)
- Cocktail shakers or accessories (3-piece and 4-piece cocktail shakers, pour spouts, spirit measures)
- Commercial use:
 - blenders, graters
 - cutlery
 - dishwashers
 - juicers
 - mixers
 - strainers (4-prong strainers, cocktail strainers, Hawthorn strainers, julep strainers)
- Domestic mist or trigger sprayers (martini misters)
- Ice shaver machines or accessories (ice chippers, ice crushers, ice flakers)
- Non-carbonated beverage dispenser
- Notebook computers
- Point-of-sale receipt printers
- Point-of-sale terminals and workstations
- Slush and frozen drink machines
- Touch screen monitors
- Data base user interface and query software (AZZ CardFile)
- Internet browser software
- Point-of-sale software

Minimum Qualifications

- Be 21 years of age or older
- Able to understand and speak using the predominant language(s) of guests
- Knowledge of service and food and beverage, generally involving at least three years of front-of-the-house operations and/or assistant management positions.
- Excellent basic mathematical skills
- Able to handle money and operate a point-of-sale system
- Able to work in a standing position for long periods of time (up to 5 hours)
- Able to safely lift and easily maneuver trays of food and containers weighing up to 50 pounds
- Stamina to work 50 to 60 hours per week