MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Bartender Casual

Dr. Carson & Marion Murray Community Centre

Overview

The Bartender is responsible for managing and operating the bar(s) in the Dr. Carson and Marion Murray Community Centre, supervising and training volunteers in the preparation of beverages, and maintaining the bar and equipment. The Bartender is responsible to ensure excellent beverage preparation and safety practices are always followed, and that customers always experience superior service.

This Casual position reports to the Events Coordinator.

Behavioral Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork
Communication
Customer Service
Flexibility

Key Outcomes and Responsibilities

1. **All drinks served by the Bar are safe and of high quality.** The Bartender will achieve this outcome by:

   - ensuring proper beverage handling and preparation procedures are always followed;
   - requesting the production of age identification in order to ensure that the beverage alcohol is not sold to any person not of legal drinking age;
   - refusing to serve anyone deemed to be intoxicated.

- cleaning, disinfecting and maintaining bar space and equipment, including coolers, floors, glasses, etc., and obtaining assistance from Maintenance personnel when required for major cleaning and/or equipment repairs; and
- training and supervising volunteers and other part time staff in operating equipment and proper beverage preparation procedures.

2. **The Bar is operated efficiently.** The Bartender will achieve this outcome by:

   - ensuring the Bar is fully equipped with all required tools and products, maintaining inventory, and preparing purchase requisitions as needed;
   - training and supervising volunteers and other part time staff; and
   - balancing cash and reporting the results to the Reception/Cashier Administrative Assistant for each shift.

3. **Bar Customers always experience excellent customer service.** The Bartender will achieve this result by:

   - always striving to personally provide the best customer service possible and setting a great example for all staff;
   - always stressing the importance of customer service when training volunteers and other part time staff; and
   - diligently supervising volunteers and other part time staff to ensure they provide excellent customer service.

4. **All Bar operations are conducted safely for employees, volunteers and the public.** The Bartender achieves this outcome by:

   - performing all tasks and work duties in a safe manner in accordance with organizational, provincial and federal occupational health & safety policies, procedures, regulations, guidelines and/or standards;
   - ensuring that all volunteers and other part time staff are properly and fully trained with regard to occupational health and safety; and
   - diligently supervising volunteers and other part time staff to ensure proper safety practices and procedures are always followed.

Qualifications

Grade XII or demonstrated equivalent experience.

Serve Right Responsible Beverage Service Certification.

Have positive communication skills in working with the public.

First Aid and CPR certificates

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$12.55	$13.18	$13.82	$14.44	$15.06	$15.70