**Job Posting**

**Bartender Casual**

The Bartender is responsible for managing and operating the bar(s) in the Dr. Carson and Marion Murray Community Centre, located in Springhill. Responsibilities for this position include the preparation of beverages and maintenance of the bar and equipment. The Bartender is responsible to ensure excellent beverage preparation and safety practices and appropriate rules and regulations are followed, and that customers experience excellent customer service.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Tuesday, September 13, 2022 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Bartender Casual"

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, located in Springhill. Responsibilities for this position include the preparation of beverages and maintenance of the bar and equipment. The Bartender is responsible to ensure excellent beverage preparation and safety practices and appropriate rules and regulations are followed, and that customers experience excellent customer service.

This Casual position reports to the Marketing Officer.

## Key Outcomes and Responsibilities

**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 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
- 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;

**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, working within the approved budget;
- balancing cash and reporting the results to the Reception/Cashier Administrative Assistant for each shift; and
- Reporting inventory to the Marketing Officer following each shift.

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

- Providing excellent customer service to patrons of the bar by being friendly, approachable, efficient, and providing timely service

## Qualifications

Grade XII or demonstrated equivalent experience.

Smart Serve Certification (willing to train).

Have positive communication skills in working with the public.

First Aid and CPR certificates (willing to train)

Basic cash management skills

## 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 |
|---|---|---|---|---|---|
| $14.42 | $14.96 | $15.50 | $16.05 | $16.59 | $17.13 |