



MUSEUM *of* VISUAL MATERIALS

Job Description

Job Title: Bartender
Status: Part-time, Nonexempt, Nights, Weekends and Holidays
Reports To: Executive Director / Event Manager on Duty

Job Summary

The Bartender for the Museum of Visual Materials is responsible for all bar activities during an event at the Museum.

Job Responsibilities

Bar Service

- Fulfills drink orders from guests in a friendly manner, including bottled beer, wine, kegs, and soda cans. No mixed drinks (hard liquor) are served at the Museum.
- Operates bar and till as requested by customer, including hosted bar, ticketed bar, cash bar, or a combination of any type of bar.
- Ensures glasses are clean prior to serving.
- Runs dishwasher and handles clean glasses as needed during the event.
- Ensures inventory is stocked as needed and communicates needs to the Event Manager during the event and ensures a stocked bar at the end of the night.
- Counts the money bag for the bar before and after the event with the Event Manager.
- Cleans bar area as needed throughout night to provide a good representation of the Museum.
- Follows ServSafe and SD rules to ensure a safe and healthy experience.

Customer Service

- Communicates well with staff, guests, and vendors.
- Works with the parents, couple or host of the event to ensure everything is running smooth.
- Assists guests when other employees are occupied or not available.

Facility Management

- Ensures the bar space is clean and ready for the event.
- Empties all garbage and recycling at the end of the night.

Other duties as assigned.

Skills and Qualifications

- Must be able to work evenings, weekends, and holidays.
- Must be able to lift 80+ pounds, reach high positions, and do strenuous work by moving kegs, lifting and moving tables and chairs and other event duties as needed.
- Demonstrate excellence in problem solving, task management, facility security, and communication.
- Fantastic customer service ethic and high expectations for quality.