



Job Description – Bartender

Title:	Bartender
Reports To:	The Owl Manager
Supervised By:	FOH Supervisors
Hours:	Part time, variable
Wage:	\$11.13/hour (as per Collective Agreement currently under review)

Summary

The Bartender prepares alcoholic drinks for patrons of The Owl, Multipurpose Room, Owl catered events and other URSU places where drinks are served. The bartender's main job is to know the standard drink recipes and be able to mix them quickly and accurately. Customers may have their own preferences or recipes for the bartender to follow. Bartenders also check the identification of customers to ensure that they meet the minimum drinking age. Bartenders take drink orders, serve drinks, and collect money for drinks. Bartenders fill drink orders placed by servers for customers to be served. He/she arranges bottles and barware, washes glasses, and cleans the bar. The Bartender also removes empty bottles and trash and replaces empty beer kegs. Bartenders stock the bar by bringing liquor bottles, mixed drink ingredients, and other bar supplies from the storeroom to the bar. He/she keeps track of wines, beers, liquors, and other supplies, and ordering bar supplies.

Core Competencies

- Customer Focus
- Service Orientation
- Communication
- Decision Making
- Energy & Stress
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- Mix ingredients to prepare cocktails and other drinks.
- Wash glassware and utensils after each use.
- Pour wine and beer.
- Collect payment and operate cash register.



- Serve food to customers seated at the bar.
- Assists servers in a team approach to ensure all food and drink orders are delivered to the customer in a timely manner.
- Check identification of customers to make sure they meet age requirements for purchase of alcohol.
- Determine when a customer has had too much alcohol, stop serving and ensure a safe ride home is arranged.
- Discourage inappropriate, excessive and dangerous behaviour and drinking within and around the Owl.
- Clean up after customers and clean work area.
- Arrange bottles and glasses to make attractive displays.
- Serve customers in a friendly and helpful manner.
- Mix ingredients according to drink recipes.
- Perform physical activities such as lifting and stooping.
- Refusing service, arranging a taxi or even calling the campus security or police if necessary.
- Slice and pit fruit for garnishing drinks.
- Provides the highest level of friendly service and assistance to all customers of The Owl at all times.
- Stay productive at all times and prepare for future needs as time allows.
- Maintains high levels of cleanliness and hygiene in and around the workplace.
- Assist in the unloading and organization of all Owl deliveries and stock.
- Ensures all customer complaints are dealt with in a positive and professional manner and keeps FOH Supervisors or Manager informed of all situations that have arisen.
- Other duties as required

Requirements

- High-School Diploma or equivalent.
- Current member of URSU preferred.
- Completed Bartending classes preferred.
- Minimum one year Bartending experience preferred.
- Current Serve It Right Saskatchewan (SIRS) Certification or ability to obtain certification within 30 days of hire (Course fee reimbursed by URSU)
- Knowledge of drink recipes.
- Experience working with cash and all forms of electronic payment. Capable of making change without error.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Ability to handle large crowds.
- Demonstrated time management and organizational skills.
- Must be able to work a flexible schedule including days, nights, weekends and holidays.
- Excellent communication, interpersonal and presentation skills.
- Experience in all aspects of customer service and people management
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Professional appearance and manners.
- Strong work ethic and positive team attitude.



Work Conditions

- Ability to work days, evenings and weekends.
- Ability to lift 50lb required
- Manual dexterity required to use POS System and peripherals
- Overtime as required
- High stress, fast paced environment



Job Posting – Bartender

University of Regina Student's Union (URSU) requires a motivated and energetic Bartender to prepare alcoholic drinks for patrons of The Owl, Multipurpose Room, Owl catered events and other URSU places where food and drinks are served. The Bartender's main job is to know the standard drink recipes and be able to mix them quickly and accurately. Customers may have their own preferences or recipes for the bartender to follow. Bartenders will check the identification of customers to ensure that they meet the minimum drinking age. Bartenders take food and drink orders, serve food and drinks, and collect money appropriately for customer purchases. Bartenders will fill drink orders placed by servers for customers to be served. He/she will arrange bottles and barware, washes glasses, and cleans the bar. The Bartenders will also remove empty bottles and trash and replace empty beer kegs. Bartenders will stock the bar by bringing liquor bottles, mixed drink ingredients, and other bar supplies from the storeroom to the bar.

Qualified applicants should contact University of Regina Student's Union (URSU) at: