



## JOB DESCRIPTION

### Township Bartender

#### **JOB SUMMARY:**

To provide bartending services for the Township of Guelph/Eramosa's rental facilities including community centres and outdoor pavilions in accordance with the Township's Municipal Alcohol Policy.

#### **STATUS:**

- Casual Part-Time

#### **HOURS:**

- Varies as required (agree to hours based on your availability)

#### **IMMEDIATE SUPERVISOR:**

- Parks and Recreation Administrative Assistant

#### **JOB RESPONSIBILITIES:**

- a. For all functions bartenders are responsible for bar set-up and closure.
- b. Preparing, mixing, and serving Alcohol
- c. Bartenders will reconcile alcohol with the permit.
- d. Ensure the renter has all receipt (s) for alcohol and that the permit is posted.
- e. Ensure the permit covers the entire time alcohol is being served.
- f. Other duties as required

#### **SKILLS**

- a. Past experience bartending /serving is an asset
- b. A valid First Aid and CPR certificate is an asset
- c. Smart Serve Certificate
- d. Excellent customer service skills

**JOB REQUIREMENTS:**

- a. Capacity to work both independently and in a team environment.
- b. Ability to adapt to the daily/nightly challenges associated with a busy work environment.
- c. Excellent communication and customer service skills.
- d. Strong problem solving, conflict management and organization skills.
- e. Develop, foster and sustain effective working relationships with other Township staff.
- f. Build, foster and sustain a positive public image.

**Approved by:**

**By:** \_\_\_\_\_  
CAO

**On:** \_\_\_\_\_

*Created :* January 2008.  
*Revised:* January 2018