

<b>Job Title:</b>	Barback	<b>Department</b>	FOH
<b>Location:</b>	The Syndicate	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Private	<b>Position Type:</b>	Hourly
<b>HR Contact:</b>	Lindsey Copley	<b>Direct Report:</b>	Jesse Smith

**Job Description**

**ROLE AND RESPONSIBILITIES**

A Barback's role in our restaurant is important to ensure we uphold the cleanliness of our product that is going out to the customer. To be a successful barback, you should be passionate about working as part of a team to deliver excellent drinks and service to customers. You should be efficient, reliable, and perceptive with excellent communication and time management skills.

Responsibilities:

- Assisting in cleaning the bar that includes, but not limited to; cleaning and polishing glassware, stocking
- Preparing garnishes
- Stocking napkins, straws, beer, liquor, ice, towels, etc.
- Ability to learn our menu in order to speak in a knowledgeable sense regarding our product
- Assisting in opening and closing duties
- Checking taps and appliances to confirm that that are working properly, making minor repairs, or change out kegs, if needed
- Memorizing our cocktail recipes
- Taking orders, preparing drinks, bussing tables, opening tabs, and processing payments
- Speaking to customers, answering questions, handling complaints
- Maintain records and report levels of usage to assist in the reordering process and ensuring that delivered items are stored properly
- Additional duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or equivalent
- More experience, education, training, or certifications may be preferred
- Minimum age to handle alcohol
- Basic math and computer skills
- Strong problem solving, communication, and interpersonal skills
- High attention to detail
- Team-oriented individual that holds a positive attitude
- Ability to meet physical demands that include walking, standing, or lifting heavy items
- Flexibility to work weekends, holidays, and evenings

**PREFERRED SKILLS**

- Knowledge of Toast, but not required, communication, MS Office

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Lindsey Copley	<b>Date/Time:</b>	November 21, 2021