

Job Title:	Bartender	Department	FOH
Location:	The Syndicate	Travel Required:	Minimal
Level/Salary Range:	Private	Position Type:	Hourly + tips
HR Contact:	Lindsey Copley	Direct Report:	Jesse Smith

Job Description

ROLE AND RESPONSIBILITIES

Our Bartenders should be high-energy, professional, and have excellent communication skills with the abilities to serve classic cocktails and exciting new beverages to our customers. The Bartender has a huge role in guaranteeing a successful experience to our customers at the bar, but also providing elevated drinks to our entire restaurant.

Responsibilities:

- Greet customers with a smile, learn about customer preferences, answer questions, and recommend or upsell menu items. This also includes informing the customers of the story and history behind The Syndicate.
- Utilize proper equipment and ingredients to concoct beverages by memorizing our recipes
- Taking food and beverage orders and accurately putting into our POS system
- Learning and memorizing our cocktail, wine, brunch, and dinner menus
- Selecting and mixing ingredients, garnishing glasses, and serving beverages
- Making all server beverages
- Bar preparation including cutting all fruit garnishes, making fresh purees and simple syrups
- Following legal procedures to ensure we are in compliance; checking identification and safety/cleanliness procedures
- Handling cash and card transactions, ensuring charges are accurate and returning correct change to patrons
- Maintaining a clean work and dining area by removing trash, cleaning bar, and washing all glasses, utensils, and equipment
- 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

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

