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| <b>Job Title:</b>     | Bartender           | <b>Department:</b>  | Food & Beverage |
| <b>Location:</b>      | Columbus, GA        | <b>Property:</b>    |                 |
| <b>Position Type:</b> | Full Time/Part Time |                     |                 |
| <b>HR Contact:</b>    | Kelli Nelson        | <b>Date Posted:</b> |                 |
|                       |                     |                     |                 |

**Overview:**

**The Bartender will prepare and serve alcoholic and nonalcoholic beverages to patrons, oversee the stock of liquor and bar supplies, and collect money for drinks served.**

**RESPONSIBILITIES AND REQUIREMENTS:**

- Receives orders from patrons and waitstaff
- Prepares and serves liquor, mixed drinks, wine, beer, and nonalcoholic drinks as ordered.
- Ensures that fruit and other garnishes are prepared ahead of the opening of the bar.
- Maintains the bar and keeps it clean and organized.
- Ensures that customers are of legal drinking age by checking photo IDs.
- Collects money from customers for drinks prepared and served.
- Uses proper judgment and, when necessary, refuses service to patrons who are intoxicated or disruptive.
- Submits orders or creates requisition forms for liquor, beer, and other bar-related supplies.
- Act in accordance with all company standards/regulations to encourage safe and efficient operations.
- Must be a team player.
- Resolve guest issues in a professional manner.
- May be required to work nights, weekends, and holidays.
- Attend meetings/trainings required by management.
- Must be presentable and wear required clothing/uniform at all time.
- Perform other duties as assigned by management.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must be 21 years of age or older.
- High school diploma or GED preferred.
- Detail oriented and strong written/verbal communication required.
- Basic mathematical skills required.
- Must pass background check.

**PHYSICAL REQUIREMENTS**

- Must be able to stand for extended periods of time as well as walking, bending, and stooping on occasion.
- Ability to complete orders quickly and accurately.
- Able to lift, carry, push, and pull up to 25 lbs.

**DISCLAIMER:**

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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| <b>Reviewed By:</b> |  | <b>Date:</b> |  |
| <b>Approved By:</b> |  | <b>Date:</b> |  |

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| Last Updated By: |  | Date: | 23 January 2023 |
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