

Greens Point Catering Bartender

Job Description:

Seasonal Position with opportunity to come back on from season to season, hours will vary from week to week based on events.

The two types of Event Bartenders:

All event bartenders are responsible for knowing their event schedule, which venue they are working at and reporting to said venue at the correct time.

Main Bartenders: Main Bartenders are also referred to as long shift bartenders, they show up at the start of the event and work until the end of clean up.

- Main Bartenders must be TIPS certified as many of the venues we work at require this.
- They will assist in unloading the van and cleanup of events.
- Set up and breakdown of bars for events in a timely manner. Including placing of tables, setting out glassware and stocking bar with iced and un-iced products.
- Checking in all ordered beverages with the beverage delivery person to ensure correct items were delivered and reporting to event manager if there is a discrepancy.
- Conducting a through starting and ending inventory of all beverages.
- Main bartenders may work a variety of bars including beer and wine bars, beer and wine bars with a specialty cocktail and full bars with a variety of liquors.
- Main bartenders are required to be flexible with what they are given to work with. They may have a structured bar in a venue to work from or may have to build a bar with banquet tables, sometimes even in the middle of a field.
- Main bartenders must work as part of the whole team, being willing to step in and help with various other tasks when required.
- Completing Incident report log at end of each shift

Bar Backs: Bar Backs are also referred to as short shift bartenders. They usually show up right before cocktail hour starts and stay until last call is over. Exceptions may be made when multiple bartenders are needed on an event, in which case a Bar Back may work a long shift.

- Bar Backs are not required to be TIPS certified, however if they wish to work Main Bartender shifts, they must get the certification.
- Bar backs may work a variety of bars including beer and wine bars, beer and wine bars with a specialty cocktail and full bars with a variety of liquors.
- Bar backs are required to be flexible with what they are given to work with. Bar backs must also be flexible with how the bar is "built" as it can vary from shift to shift.
- Bar backs must work as part of the whole team, being willing to step in and help with various other tasks when required.

If you are TIPS certified, you will be eligible to work both and may be scheduled for either based on your availability and staffing needs for the day. Your work ethic and actions as a bar back will determine your eligibility to be considered for and to continue as a main bartender.

Duties and Responsibilities for all Bartenders and Bar Backs:

- Serving guests in a polite, friendly, hospitable and responsible manner.
- Follow all GPC guidelines on checking of ID's, serving of alcohol, responsible service and cutting a guest off.
- Understanding of how to handle guests who have had too much to drink or are acting out.
- Knowing how much stock to open and not over opening or over icing so unused inventory can be returned to liquor store.
- Properly repacking any unused inventory to be returned to liquor store or go with the client.
- Anticipating client and guest needs and responding in a timely and appropriate manner.
- Communicate any client/guest concerns or complaints to the event manager.
- Maintain a high level of customer service.
- Maintain a professional, clean and groomed appearance.
- Make sure all work is done before leaving event and always check out with the event manager.
- Any other duties assigned by event management.

Qualifications:

Strong customer service skills: Knows what needs to be done and is willing to go above and beyond to make guests and clients happy.

Detail Oriented and Organized: Must be able to see even the smallest details that need to be done to elevate the event and take initiative to make them happen. Must be able to see all the moving parts of the event and stay calm and keep them all organized.

Stamina: Event bartenders are required to work long shifts that often include them being on their feet a majority of the time. They must be able to lift, push and pull heavy items and be willing to work in a variety of elements. They must also be willing and ready to do it all over again the next day.