

National Orange Show Events Center

Job Description

Title	Bar Staff
Department(s)	Production
Reports To	Event Production Assistant

Education & Experience:

No Formal Education
Must have a valid Food Handlers Card from San Bernardino County

Attendance / Punctuality:

Attendance at work, on time and as scheduled, is a core requirement of your job description. Employee should consistently arrive to work on time, ensures work responsibilities are covered when absent, arrives to events & meetings on time.

Work Context for Bartender

- Able to lift up to 25lbs and carry, push or pull objects up to 25lbs.
- Provide exemplary customer service.
- Serve customer in a friendly and helpful manner.
- Prepare your garnishes.
- Set-up bar including setting up alcohol in a neat and attractive manner.
- Mix, garnish and serve alcoholic and non-alcoholic beverages according to standard industry recipes and avoid over pouring.
- Count money in banks at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Maintain cleanliness and sanitize all areas frequently used including counters, shelves etc.
- Maintain register during event, ringing drinks and providing customers change.
- Count and record cash in register after event.
- Must comply with all ABC regulations.
- Must comply with all SB Health Department regulations.
- Check Identification for all patrons and wristband patrons if required during large events and concerts.
- Be aware of amount of alcohol served to each patron.
- Enforce NOS Policy of two (2) drinks per person, per visit, unless instructed otherwise by Bar Manager.
- Maintain cleanliness in all areas in the bar including counters, utensils, shelves and storage areas.
- Bar Manager will give the bartender a time period of 15 to 20 minutes to clean his or her bar before they can be z'd out.
- Report all equipment problems and bar maintenance issues to a supervisor.

Work Context for Houseman/Bar Back

- Able to lift up to 50lbs and carry, push or pull objects up to 50lbs.
- Maintain an up-to-date working knowledge of all rooms and any special events.
- Maintain a strong knowledge of various types of set-ups for all banquet rooms.
- Assists in resolving client issues promptly regarding last minute changes in set-up, linens, room lay out etc.
- Responsible for performing all set-up functions to include setting out tables, chairs, setting silverware, draping tables, folding napkins, setting/arranging buffets, bar set-up, stages, podiums etc.

- Assist with set-up for all concerts including bar set-up etc. (includes set-up inventory for bartenders to perform opening counts).
- Removes empty bottles and trash from bar area as needed.
- Re-stocks bars throughout the event.
- Washes mats at the end of the event.
- Assist in tearing down equipment after an event and assist banquet servers/captains with cleaning.
- Maintains cleanliness and organization of banquet storage rooms.
- Keeps security of equipment, keys and supplies issued which includes keeping count of tables chairs, dance floors etc.
- Ensures proper handling, cleaning and sanitation of equipment, china, glass and silver.
- Maintains constant awareness of safety issues and safety policies and procedures.
- Report any needed repairs to the facilities or equipment immediately to maintenance or Lead Houseman.

General Work Context for all Bar Staff

- Ensure event dress code is followed.
- Follow CDC/SBC Health Department guidelines on COVID-19 event protocols.
- Masks must be worn at all times.
- Requires repetitive movements.
- Requires working with the public.
- Requires standing for long periods of time.
- Requires working outdoors, exposed to all weather conditions.
- Job tasks are performed in close physical proximity to other people.
- Requires working indoors in non-controlled environmental conditions.
- Requires working indoors in environmentally controlled conditions.
- Requires using hands to handle, control, or feel objects, tools or controls.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

