

American Legion 233 Palm Valley, Florida
Bartender Job Description

Job Position Title: Bartender **CANTEEN OPERATION SPECIALIST/BARTENDER**

Employee Name: _____

Reports to: Canteen Manager (or designated representative)

Classification: Non-Exempt (hourly/part-time) and must meet current Department of Wage and Hour Requirements

Date Approved: March 19, 2015

Job Summary:

This is an entry-level position responsible for making and serving beer and alcoholic to eligible members and their guest. Must meet all requirements in accordance with State/ABT guidelines.

Key Duties:

- Responsible for making alcoholic beverages and serving same to eligible members and their guests.
- Responsible to check membership cards of all customers to ensure their dues are current. Responsible to check other forms of identification to ensure customer is of legal age per local, state, and national laws to consume alcoholic beverages.
- Greet members and guest as they arrive and treat them with courtesy and respect.
- **Maintain the canteen area in a clean and orderly condition.**
- Be familiar with activities of the Post to be able to answer general questions from members and guests.
- Maintain "law and order" in the canteen area. If member or customer fails to follow the rules and regulations of the canteen and refuses to leave when instructed to do so, call Law Enforcement (Sheriff's Office) for assistance. Complete incident report(s) as required and submit same to the Canteen Manager on the next business day.
- **Prepare and serve Microwaveable/Toaster Oven food items in the canteen as requested by customers from the bar menu (i.e. pizza, hot dogs, various prepared sandwich items and snacks.)**
- **Perform light housekeeping and reoccurring scheduled maintenance duties within the Canteen and Pavilion areas as directed by the Canteen Manager. These tasks may include washing the interior and exterior entrance windows and interior side windows, dusting interior window sills and furniture items. and emptying trash**

cans in the Canteen and Pavilion areas. Perform other cleaning duties as assigned by Canteen Manager.

- Responsible to ensure the canteen area is in a clean and orderly condition at the end of your shift.

Knowledge and Education:

- Learn and understand the day-to-day operational characteristics and capabilities of the Post.
- High School Diploma (or GED equivalent).
- Acquire Food Handling Certification.
- Complete an "r-serving" online bartender's course and/or acceptable Florida sanctioned Course.
- Prefer a minimum of one-year experience in the Bar Managing industry and this may be waived on a case-by-case basis.
- Mathematically proficient and the ability to complete basic equations associated with Accounting spreadsheets via Microsoft software or program currently being utilized.

Physical Requirements:

- Must be able to lift and move supply items up to 35 pounds.

Employee signature: _____ Date ____/____/____

Witness: _____