

Job Description

Title: BARTENDER

Reports to: ASSISTANT MANAGER & BAR MANAGER

Summary of Position:

Provide timely, accurate and friendly service while preparing the highest quality beverages for our guests while building a repeat clientele for the bar. Assist in managing all items that pertain to the Bar including ordering, scheduling, specials, sales, costs and promotions.

Duties & Responsibilities:

- Take beverage orders from guests and servers; Make Drinks! Ensure you utilize proper pourers (i.e. 1.5 ounce pours.)
- Learns the names and personally recognize our regulars.
- Become like a concierge for the restaurant; know directions to local attractions including but not limited to Perkins Cove, Ogunquit Beach, President Bush's House, LL Bean (Freeport), Kittery Outlets, etc. Know what plays are currently on at the Ogunquit Playhouse, weather, etc.
- Record drink orders accurately and immediately after receipt into the register system.
- Accept guest payment, process credit card charges and make change (if applicable).
- Wash and sterilize glassware; keep sufficient glassware par clean & available throughout night and ready for next day.
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons.
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages.
- Clear and reset tables in bar area.
- Present drink menus, make recommendations and answer questions regarding beverages; SELL, SELL, SELL!
- Receive and serve FOOD ORDERS to guests seated at the bar; SELL, SELL, SELL. Remember, SELLING FOOD AND DRINKS will only increase your total sales!
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas; Maintain Weekly & Monthly Cleaning Checklists for Bar area.

- Maintain all bar equipment clean and in working manner; if any equipment problems occur that you are unable to resolve, report them to Manager or OWNER immediately for fixing.
- Maintain Liquor, Beer, Wine and Non-Alcoholic Beverages, Garnishes and Bar Snack Pars. Work with Bar Manager to complete weekly orders when needed for any and all bar items based on weekly sales reports, banquet event orders, forecasted sales, etc.
- Get to know local vendors; seek any available promotions, offers, etc. that they may offer to enhance our bar and our bar menu.
- Assist in development of Daily, Weekly, Monthly Drink / Bar Specials based on Vendor Specials, Holiday Promotions, Themes, etc. Promote these specials with all wait staff and within bar area, local hotels, etc. Ensure that these specials are done within reasonable time (i.e. not at 4:30 p.m. for that same evening!) PREPERATION
- Assist in developing new drinks, drink menus, wine lists, etc. when needed.
- Work to education waitstaff to ensure that all new wait staff are trained on our bar procedures, drink specials, wine list, etc.
- Understand the hours of our bar, we open at 4:30 and close when the restaurant closes, the only exception is concert nights, the bar must remain open for a minimum of 1 hour after the concert gets out

Qualifications:

- Be 21 years of age.
- Have working knowledge of beer, wine and liquor and common drink recipes.
- Be energetic and positive about promoting the bar.
- Possess basic math skills and have the ability to handle money and operate a cash register.
- Be able to work in a standing position for long periods of time (up to 12 hours).
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.