

**Job Title:** Bartender

**Employment Status:** Regular Part Time

**Number of Direct Reports:** Non Applicable

**Date job description was created/revised:** April 2016

The New Hazlett Theater is a non-profit performing arts facility, with a mission to provide a nurturing, collaborative environment for artists, leveraging people, space and technology to create and present challenging and dynamic art. Events include theater, dance, performance art, music, spoken word performances, and community events, among other programming options. Theater offerings appeal to children, families, and adult audiences. We welcome approximately 26,000 guests each year.

**General Overview:**

Bartenders assume responsibility for running the bar and the concession stand. They follow all procedures relating to inventory control, cash handling, credit card processing, and waste disposal relevant to the bar, and maintain an open and accurate channel of communication with the entire NHT staff.

Bartenders report to the Venue and Hospitality Coordinator, but must also work closely and coordinate with all staff, including the Executive Director, Director of Programming, Technical Director, Assistant Technical Director, Programming and Outreach Manager, and Administrative Associate.

**Essential Duties & Responsibilities:**

- Set-up, work, stock, and clean bar in an efficient manner using checklists and instructions. Maintain entire bar area in the lobby, and any special bar set-ups. Practice economy and minimize incorrect usage of resources. Conform to all Health Code requirements.
- Satisfy all customers, ensuring that service level is consistently high.
- Responsibly manage all customers who drink alcohol, including checking IDs and identifying signs of intoxication. Complete required reporting including RAMP incident reports.
- Maintain safe and tidy stock rooms. Monitor inventory, and notify Venue and Hospitality Coordinator of when supplies and inventory are needed.
- Operate cash register and credit card machine, including accuracy in cashing-out procedures at the end of the shift.
- Assist house manager, security, caterers and other personnel before, during, and after events.
- Provide patrons with directions and answer questions about the performance space.
- Be aware of and be prepared to execute emergency procedures at all times.
- Complete any additional side projects as assigned by the Venue and Hospitality Coordinator
- Follow procedures with regard to punctuality, attendance, attitude and personal hygiene.

**Job Requirements:**

**Educational Requirements:**

- **Minimum Education Required:** High School Diploma
- **Preferred Education:** Associate's Degree

## **Experience:**

### **Minimum Experience:**

- 2 years of previous work experience as a bartender, OR
- 2 years of previous work experience in a restaurant

### **Preferred Experience:**

- Experience with theater/performance practices
- Experience working with a wide range of clientele
- Experience high volume service settings

### **Knowledge, Skills & Abilities:**

- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong interpersonal skills
- Ability to communicate with a broad range of audience members
- Problem-solving abilities are necessary. Able to quickly identify and provide recommendations on issues

**Language Requirements, other than English:** Not Applicable

**Licenses or Certifications:** RAMP certification required. CPR / First Aid training will be provided annually if needed.

**Travel Requirements:** Not Applicable

### **Physical, mental demands and working conditions**

- An employee in this position works in a theater and bar environment.
- The position frequently requires the employee to communicate well with others inside the theater.
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, use available technological resources and systems (e.g. cash register, computer programs for inventory), multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, stand and walk, use hands and fingers to hold objects, tools or controls, possess fine motor skills (e.g., to write and operate a cash register), possess gross motor skills (e.g., to carry items), reach with hands and arms, climb stairs and ladders, balance, stoop, kneel crouch or crawl, communicate effectively, and see, talk and hear.

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment may be contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

**TO APPLY:** Send resume with cover letter, salary history, and three professional references to Michael Garrett, Venue and Hospitality Coordinator, via email to [michael@newhazletttheater.org](mailto:michael@newhazletttheater.org).

No phone calls please. No relocation expenses provided.