



<b>Job Title: Bartender</b>	<b>FLSA: Hourly (Non-exempt)- Part-time</b>
<b>Company: Spectra Food Services &amp; Hospitality</b>	<b>Department: Catering/Concessions</b>
<b>Reports To: Bar Manager</b>	<b>Wage: \$10+</b>
<b>Exempt or Non-exempt: Non-exempt</b>	
<b>Supervises People? No</b>	<b>Number of Direct Reports: 0</b>

**Organization Background:**

The Charleston Gaillard Center is an 1,800-seat performance hall located in Charleston, South Carolina. The newly constructed facility also contains 16,000 square feet of exhibit and meeting space, along with office and public spaces. The Gaillard Center's mission is to provide the Lowcountry with a world-class performance hall, elegant venue space, and vibrant educational opportunities inspiring our dynamic community through the power of the performing arts. We seek to enrich the diverse community of Charleston with artistic and cultural experiences that are accessible and unique, and to serve as an education resource for generations to come.

**Job Summary:**

The Bartender is responsible for serving guests hard liquor/beer/wine during events while ensuring all policies and procedures regarding alcohol dispensing are followed.

The employee must maintain excellent attendance and be available to work events as scheduled per business need.

**Essential Job Functions:**

- Responsible for serving alcoholic drinks to guests following standard recipes and policies and procedures.
- Responsible for completing an accurate opening and closing inventory of product.
- Assures that the location equipment is operable and clean prior to start of event.
- Responsible for arranging bottles to make an attractive display behind the bar.
- Responsible for checking identification of guests in order to verify age requirements for purchase of alcohol.
- Maintain cleanliness of bar and surrounding areas utilizing sanitation procedures.
- Responsible for collecting payment and reconciling change fund at end of event.
- Responsible for recognizing guests that are visibly intoxicated and taking action to cut off alcohol to such individuals.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.

**Knowledge, Skills and Abilities:**

- Ability to work in a team-oriented, fast-paced, event-driven environment.
- Ability to communicate with employees, co-workers, management staff and guest in a clear, business-like and respectful manner which focuses on generating a positive enthusiastic and cooperative work environment.
- Possess valid food handling certificate and alcohol service permit if required by state and federal regulations.
- Ability to handle cash accurately and responsibly.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to speak, read and write in English.



**Education, Qualifications and Experience:**

Experience working in a fast-paced, high volume bartending capacity is preferred.

**Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Mobility:				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Fingering/Grasping/Feeeling:				X

**Note: The statement herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

To Apply: Please send resume and cover letter to Chelsea Selvadurai at [cselvadurai@gaillardcenter.org](mailto:cselvadurai@gaillardcenter.org)

Applicants will be notified if selected for interview. Please no phone calls.