

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

| | |
|-----------------------------------|-------------------|
| JOB TITLE: Bartender | Casual Employment |
| REPORTS TO: Recreation Supervisor | |
| WAGE LEVEL: \$17.20 | |

Position Summary:

Reporting to the Recreation Supervisor, The Casual Bartender is responsible for preparing and serving a variety of alcoholic and non-alcoholic beverages in line with established recipes and customer preferences while ensuring compliance with Smart Serve guidelines and Township of North Dundas policies. This role involves efficiently operating the bar, including setup, restocking, and maintaining a clean and organized workspace. The bartender will also process customer cash payments accurately and monitor customer alcohol consumption to ensure a safe and enjoyable environment. Effective communication with staff and event organizers is essential to ensure smooth operations, alongside upholding strict health and safety standards, including proper sanitation of equipment and work areas. Maintaining a friendly and professional demeanor while interacting with patrons and addressing any concerns is key to creating a positive guest experience.

Position Qualifications:

- Must be Smart Serve Certified (proof of certification required).
- Previous bartending experience is an asset but not mandatory.
- Strong customer service and interpersonal skills.
- Ability to work evenings, weekends, and holidays as required.
- Reliable and punctual with a professional attitude.
- Ability to handle cash accurately.
- Must be at least 18 years of age.
- Ability to lift and carry supplies up to 20lbs

Other Requirements:

- Valid Class G Driver's Licence
- Satisfactory criminal background check

Position Description:

- Prepare and serve alcoholic and non-alcoholic beverages in accordance with established recipes and customer preferences.
- Ensure all service complies with Smart Serve guidelines and the Township of North Dundas policies.
- Operate the bar efficiently, including setting up, stocking, and cleaning the bar area.
- Process customer cash payments.
- Monitor customer alcohol consumption to ensure a safe and enjoyable environment.
- Communicate effectively with other staff members and event organizers to ensure smooth operations.
- Uphold health and safety standards, including cleanliness and sanitation of equipment and workspace.
- Maintain a friendly and professional demeanor while interacting with patrons and addressing any concerns.

Work Environment:

This is a casual, part-time position with hours varying based on event schedules. Bartenders may work in various settings, including community centers, and private functions.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.