



POSITION TITLE	Bartender
CLASS	Part-Time
PAY TYPE	Non-Exempt
PAY GRADE	10
PAY RANGE	\$16.00 plus tips
SUPERVISOR	Foundry Operations Manager

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES:

Greet and take orders from guests, place orders, collect orders from the kitchen, deliver food and serve beverages to guests, and collect accurate payment for all of these.

ESSENTIAL JOB FUNCTIONS:

The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Greet guests, take orders, and serve beverages in a prompt and friendly manner.
- Ensure that all customers meet the legal drinking age before serving them alcoholic drinks.
- Receive and accurately follow oral and written orders.
- Provide the kitchen and servers with accurate oral and written orders.
- Collect accurate payment for food and beverage orders.
- Maintain the appearance and cleanliness of the bar area.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of food and drink types, their preparation, ingredients, and presentation.
- Knowledge of basic cocktails and mixed drinks.
- Knowledge of point of sales and computer systems preferred.
- Excellent customer service skills to interact effectively with all guests.
- Proficient mathematical and computer skills to handle money effectively.
- Ability to multi-task to effectively provide service to a large number of guests at one time.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends and holidays if necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- Must be 21 years of age or older.
- Prior bartending experience preferred.
- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training provided).
- Must possess, or be able to obtain Training for Intervention Procedures (TIPS) or similar certification.

Work Environment:

Work is performed in a restaurant, bar, and kitchen environment and may include periods of high activity with noise levels from quiet to loud and exposure to hot and cold temperatures. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements:

While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. Occasional lifting of 10 pounds or greater is required.

The FVMRD is customer service oriented and committed to hiring individuals who **respond effectively to citizen needs and concerns.**

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date