



GREEN BAY
BOTANICAL GARDEN
POSITION DESCRIPTION

TITLE: Bartender
DEPARTMENT: Development
STATUS: Non-Exempt – Hours Vary Based on Garden Needs
REPORTS TO: Events and Beverage Coordinator
EMPLOYMENT: Part-Time

POSITION SUMMARY:

We are looking for enthusiastic bartenders to provide an excellent guest services experience. Good bartenders will be able to create classic and innovative drinks exceeding customers' needs and expectations during private events. Compensation includes hourly and tips.

ESSENTIAL FUNCTIONS:

- Greet each guest and nurture outstanding customer service.
- Ensure compliance of the Garden's cash handling policy at all times.
- Accurately and efficiently complete all sale transactions and maintain proper cash drawer accountabilities and balance banks at the end of shift.
- Handle set-up, break down and clean-up of assigned POS terminal.
- Properly record all transactions via the point of sale system and confirm order and inform guests of the amounts owed, process payments and determine correct change for guests.
- Handle set up of stand, arrange inventory, and notify supervisor of any inventory deficiency or shortage.
- Handle all preparation of bar products, mixing ingredients, and serving drinks
- Ensure solid product knowledge of all items being sold.
- Acquaint guest with items for sale and use proper selling techniques.
- Gauge customers' needs and preferences and make recommendations.
- Serve alcoholic beverages responsibly, requests identification, and adhere to all alcohol service policies and procedures.
- Perform clean up duties in the stand to maintain the quality appearance of the work area, including cleaning equipment.
- Perform breakdown of all product and supplies that are pulled and return product to the appropriate storage location.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Must be 21 or older.
- Knowledge of and a minimum of six months experience in bartending.
- Excellent organizational, interpersonal, written and verbal communication skills.
- Attention to detail and excellent math skills essential
- Prior cashier experience a plus
- Must be able to interact with the public in a confident and professional manner
- Demonstrate excellent listening and clear speaking skills
- Position is active indoors and outdoors in all types of weather conditions, and includes but is not limited to lifting (up to 50 pounds), bending, standing, and walking throughout the event.
- A qualified candidate must have a valid driver's license with a vehicle.
- Must obtain and maintain a current ServSafe Certification and hold a valid bartending license.
- Position requires afternoons, nights and weekends.

TO APPLY:

- Email Garden Employment Application to info@gbbg.org.