



Position: Special Events – Bartender (Casual/On Call)  
Department: External Rentals  
Immediate Supervisor: Manager of External Programming

### **Nature and Scope**

Special Events Staff are responsible for consistently providing high levels of customer service to guests by performing duties in a friendly and professional manner at all times. The Bartender prepares alcoholic drinks for guests and serves beverages promptly and accurately. All special events staff ensure an overall enjoyable guest experience and continuously strive to meet or exceed the School's reputation for excellence.

### **Duties and Responsibilities**

- Pour wine and beer;
- Mix drink ingredients according to recipes;
- Arrange bottles and glasses to make attractive displays;
- Serve guests in a friendly and helpful manner;
- Remove empty bottles and trash; maintain cleanliness standards laid out by the organization;
- Clean up after guests and clean work area;
- Work cooperatively with co-workers and supervisors;
- Work diligently to achieve outstanding service quality;
- Maintain the highest standards of personal hygiene and dress;
- Keep busy and recognize work to be done;
- Keep track of and maintain adequate supply of liquor and bar supplies;
- At times, may be required to check ID to ensure guest meets age requirements;
- May be required to refuse service and ensure a safe ride;
- Collect payment via cash or beverage tickets;
- Make sure bottles and glassware are clean and undamaged;
- Other duties as required.

### **Qualifications / Experience**

- High school diploma; food safety training a plus
- Completed bartending classes preferred;
- Serving it Right certification required;
- At least one (1) year of bartending experience considered an asset.

### **Skills / Knowledge / Attributes**

- Knowledge of standard drink recipes;
- Proven ability to mix and serve drinks quickly and accurately;
- Ability to build relationships with colleagues and customers and ensure mutual satisfaction;
- Ability to pre-empt client needs an asset;
- Customer-focused and demonstrates outstanding people skills;



- Can determine when a guest has had too much alcohol and tactfully handle the situation;
- Has an eye for detail and cleanliness;
- Ability to perform physical activities such as lifting and stooping;
- Handles large crowds and line-ups with composure;
- Proven ability to prioritize, plan, and organize within the scope of the job;
- Ability to adhere to cleaning procedures and hygiene requirements;
- Patient and friendly with demonstrated problem solving experience;
- Professional appearance and manners;
- Strong work ethic; able to work independently and positively within a team environment;
- Effectively and tactfully communicates with others;

### **Working Conditions**

- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Top-notch fast-paced environment;
- Days/hours of work vary depending on event schedules;
- At times, this may be a physically strenuous and demanding job, lifting or moving up to 50 lbs. may be required; reaching, bending, twisting, periods of prolonged standing, and repetitive tasks
- Moving toward a scent free environment;
- May be exposed to hot and cold temperatures;
- Must be able to work a flexible schedule including days, nights, weekends and holidays; additional hours may be required according to operational needs;
- Must be legally entitled to work in Canada.

**Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. Posting will remain open until position filled.**

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*While we thank all applicants for their interest in this opportunity, we will only be in direct contact with those applicants who are selected for interview*