

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

JOB TITLE:	On-Call Event Bartender	DIRECT SUPPORTS:	Event Coordinator
DEPARTMENT:	Events	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	On-Call, Hourly, Part-time, nonexempt	SALARY RANGE:	\$20.00 an hour plus tips

## JOB SUMMARY

The On-Call Event Bartenders are critical in assisting with both internal and external Museum events. Event team members assist in the operation of various sizes and types of events at the Museum. Job duties include, but are not limited to: setting up and/or tearing down bar; operating beer and wine bar including processing credit card and cash transactions; taking beverage orders; mixing, pouring, and serving beverages; cleanup of dishes and applicable supplies; enforcing Museum rules as pertains to food and beverages in exhibits and behaviors that may negatively impact Museum collections, exhibits, or animals; provide any reasonable assistance to Museum staff and visitors as requested by Event Coordinator or Event Lead.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

95%	<b>On-Call Event Bartenders Operations</b> <ul style="list-style-type: none"><li>Follow Event instructions provided by Event Coordinator as pertains to details, timeframe, and general expectations for the day/evening</li><li>Prep Event through collection of linens, décor, bar needs, etc. per Event Plan, including transporting items to locations around Museum as needed</li><li>Prepare bar(s) for Event; set table for barback, table linens, glassware, etc.</li><li>Ensure bar is set-up on time and according to Event plan</li><li>Ensure guests are greeted upon arrival. Be responsive, flexible, and solution-oriented to all guest requests, within reason.</li><li>Retain knowledge of event aspects. I.e., menu, product descriptions and prices</li><li>Bus tables of glassware as needed and take to dishwashing area</li><li>Must have complete knowledge and understanding of health department regulations and liquor laws</li><li>Check identification to ensure guests meet minimum age requirements</li><li>Follows alcohol awareness procedures for preventing intoxication and handling of an intoxicated guest</li><li>Uphold the standards, expectations, and service quality for all events as set forth by Museum</li><li>Accommodate any needs for reasonable special requests. Check in with Lead if needed</li><li>Handle client/guest complaints and problems in a professional manner to ensure a successful outcome and relay to Event Lead</li><li>Ensure everything is broken down and put away correctly before leaving for the night</li></ul>
5%	<b>Additional Duties</b> <ul style="list-style-type: none"><li>Assist with opening and closing duties, as well as complete side duties, cleanup and any other tasks as requested by Lead</li><li>Contribute to and support the Museum's DEAI initiatives and AZA accreditation</li><li>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</li><li>Other duties as assigned</li></ul>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> <li>• Must be at least 21 years of age and have a current OR Food Handlers Card and OLCC Servers Permit</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Basic knowledge of drink preparation and beverage recipes</li> <li>• History of regular and reliable work attendance</li> <li>• Work well in a dynamic, fast-paced environment that requires a high degree of multi-tasking with minimal supervision</li> <li>• Prior experience working in a fast-paced, customer-service oriented position</li> <li>• Bartending experience</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Ability to work extended hours; primarily evenings and weekends (typical report time for evening events is 3:30-5:30 p.m., depending on event and closing time of museum)</li> <li>• Desire to provide the highest level of customer service</li> <li>• Have strong interpersonal and verbal communication skills</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• Be 21 years or older</li> <li>• Ability to stand for extended periods; and to bend, reach, kneel and squat as part of regular job activities</li> <li>• Ability to frequently lift and carry up to 50 lbs.</li> <li>• A neat, clean, professional appearance is required. A black shirt, pants, and comfortable shoes.</li> <li>• A name tag provided by the Museum must be worn for the duration of all events</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Processing credit card and cash transactions</li> <li>• Cleaning equipment</li> </ul>

#### ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date