

Bar Back/Beverage Attendant **UF4082**

Job Overview:

The Bar Back/Beverage Attendant will support the Bartender. Duties include setting up necessary supplies and tools, cleaning all equipment and areas, locking doors, etc. Set up, stock, and maintain work areas. Stock ice, glassware, and paper supplies. Remove soiled wares from the bar top and tables. Maintain the cleanliness and condition of work areas, bar, bar unit, tables, and other tools following all set-up guidelines. This position exists in various work environments. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Set up and maintain the cleanliness and condition of the bar, bar unit, tables, and other tools.
- Checks and assists the bartender in maintaining adequate amounts of supplies, i.e., stir sticks, napkins, glassware, etc.
- Collect empty glasses from the bar and wash glassware as necessary to ensure an adequate supply to serve customers.
- May replace and perform routine maintenance requirements on heavy beer kegs.
- Prepares fresh garnishes for drinks employing the first-in, first-out (FIFO) system.
- Stocks ice, glassware, and paper supplies.
- Restocks bar/designated station with supplies and transports supplies to bar set-up area.
- Stock beer coolers and draught machines as needed.
- Anticipates and communicates replenishment needs.
- Secures liquors, beers, wines, coolers, cabinets, and storage areas.
- Maintains cleanliness of bar area, beer lockers, and refrigeration and storage areas to comply with health code standards.
- Scoops ice from ice bins, transports to service areas, and replenishes ice containers for usage.
- Ensures tableware is in good working order and reports any defects for repair.
- Retrieves and transports dirty tableware to the dishwashing area.
- Maintain stocks and display food according to established standards.
- Receives inventory and provides beverage supplies.
- Remove boxes and recyclables regularly.
- Cleans and sanitizes workstation and equipment.
- Complies with all Sodexo HACCP policies and procedures.
- Reports all accidents and injuries promptly.
- Complies with all company safety and risk management policies and procedures.

- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- 0 to 1 year related experience.
- Must be at or over the minimum age to serve alcohol or bartend based on local city and state regulations.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Listen carefully to their customers' orders, explain drink and food items, and make menu recommendations.
- Converse with customers on a variety of subjects to create a friendly and welcoming environment at the bar.
- Ability to count and accurately make change involving large sums of money.
- Ability to use a calculator, bill counters, and coin counters.
- Ability to work well in a high-stress, fast-paced environment.

License/Qualifications

Certifications:

- TIPS (Training for Intervention Procedures) or TEAM (Techniques for Effective Alcohol Management) alcohol training or equivalent, and comply with all state-specific alcohol training requirements.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule based on operational needs. Hours may include nights and weekends.

- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.
- Wash and dry hands frequently.
- Utilize box cutters for opening boxes to ensure proper usage and storage of knives.
- Utilize proper lifting procedures.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, in an indoor setting, however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____