



## **BERWICK CURLING CLUB**

### **JOB DESCRIPTION: BARTENDER**

The Bartender is a volunteer position, responsible for all performing all aspects of the bar operation, while on duty, at the Berwick Curling Club. The Bartender reports to the Bar Manager.

Specific duties include, but are not limited to:

- 1) Ensures that the bar is opened at least 20-30 minutes prior to scheduled draws or events at the Curling Club.
- 2) Serves alcoholic and non-alcoholic beverages, and any food items sold from the bar, in the prescribed serving sizes.
- 3) Performs cash transactions, ensuring that the proper amount of money is received for goods and the proper amount of change is given to customers.
- 4) Performs nightly cash-out when required, ensuring that all money is properly accounted for. Reports any discrepancies to the Bar Manager.
- 5) Keeps the bar area clean and tidy by collecting empty bottles and glasses. Uses the glass-washer to ensure glasses are cleaned in a timely manner.
- 6) Is knowledgeable in responsibilities under the Liquor Control Act, and acts appropriately when they see an issue, either directly, or by reporting the issue to the Bar Manager.
- 7) Ensures the bar is secured when closing after a draw or event.
- 8) Performs sundry other duties as required to help keep the bar operating as expected.

All Bartenders will be given training under the Serve Right Responsible Beverage Service Program. Bartenders must have this training completed in order to bartend.

Bartenders are entitled to keep any tips given during the course of their duties.

Bartenders must be members in good standing with the Berwick Curling Club.