



Position Announcement: Part Time Bartender

Jackson Convention Complex

Jackson, MS

POSITION: Part-Time Bartender
DEPARTMENT: Food & Beverage
REPORTS TO: Director of Food & Beverage
FLSA STATUS: Part-Time, Non-exempt - Hourly

Occupational Summary:

To provide beverage service to all Jackson Convention Complex patrons

Duties and Responsibilities:

- Take beverage orders from guests and servers
- Prepare and serve alcoholic and non-alcoholic drinks consistent with “The Center” standard drink recipes
- Learn the names and personally recognize our regulars
- Record drink orders accurately and immediately after receipt into the register system
- Accept quest payment, process credit card charges and make change (if applicable)
- Wash and sterilize glassware
- Prepare garnishes for drinks and replenish snacks, appetizers for bar patrons
- Maintains bottles and glasses in an attractive manner to support efficient drink preparation and promotion of beverages
- Present drink menus, make recommendations and answer questions regarding beverages
- Maintain cleanliness in all areas of the bar including counters, sinks, utensils, shelves and storage areas
- Receive and serve food orders to quests seated near the bar
- Report all equipment problems and bar maintenance issues to restaurant manager
- Assist the restocking and replenishment of bar inventory and supplies

EDUCATION/TRAINING

High School or GED equivalent preferred

SKILLS/EXPERIENCE

- Be 21 years of age
- Have working knowledge of beer, wine and liquor and common drink recipes
- Possess basic math skills and have the ability to handle money and operate a cash register
- Be able to stand for long periods of time (minimum of 5 hours)
- Be able to reach, bend, stoop and frequently lift up to 25 pounds

SMG is an Equal Opportunity/Affirmative Action employer and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor

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